

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

From: Reeder, John

Sent: Thursday, April 6, 2017 5:35 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

Cc: Allen, Reginald <Allen.Reginald@epa.gov>; Lesperance, Twanna <Lesperance.Twanna@epa.gov>

Subject: 2017 Mid-Year Performance Discussion for the Performance Appraisal and Recognition System (PARS)

Good Afternoon,

As you know, April is the month for conducting mid-year reviews. It's a good time to get your standards set up too, if you haven't already.

The requirement for performance standards applies for all employees, except PAS positions.

There is NO rating given at mid-years, but performance discussion is REQUIRED for all employees.

If you are reporting to the Immediate Office of the Administrator, you will soon be contacted to set up your meeting. Prior to your meeting please develop your performance standards, if not already done, so they can be signed at the meeting.

We suggest that you work with your deputies, managers, or other designees to help establish your plan and be sure to bring a draft copy with you to the discussion.

FREQUENTLY ASKED QUESTIONS

Why are Mid-Years important?

The mid-year reviews provide a major opportunity for supervisors and staff to discuss critical duties and responsibilities, expectations, organizational priorities, career goals, and employee-supervisor communication. The mid-year review is a discussion of an employee's progress toward achieving the critical elements in the employee's PARS agreement; as well, it is a good time to identify opportunities for both the parties to support other needs, address career development and office goals. Effective and meaningful performance discussions will help sustain health working environments and foster good supervisory and employee relationships.

To be most effective, the discussion needs to be *two-way* -- both managers and staff need to actively engage. These discussions are an important means for all of us to continue to develop and foster a culture of ongoing feedback and performance improvement. The *AO Performance Discussion Guide* is a useful tool for both supervisors and employees. The Guide was created by AO and is recognized as one of the best in government.

Who is Included in this Process?

- All career and non-career staff including SES/ST/SLs must have a mid-year discussion;
- If you are **an SES member** in the position of Assistant Administrator or Regional Administrator (permanently or “acting”), you will be rated by AO (not including non-career Senate confirmed employees). In most other cases, employees on detail will be rated by their home office, with input from their host office;
- You may work with an individual on your immediate staff or Twanna Lesperance Twanna Lesperance, in the Office of Administrative and Executive Services, at 202-564-0419, for questions regarding this process.

What are the Key Dates and Actions?

- **April 1 through April 28** – All mid-year discussions are to be held.
- **April 28** -- Deadline for all mid-year discussions to be completed.
- **May 12** – AO will certify to OARM that all performance discussions have been completed.

Who Does What?

- Acting Assistant Administrators, Acting Regional Administrators, and Associate Administrators (permanent or “acting”), and other direct reports to the Administrator may be rated by the Administrator, Acting Deputy Administrator, or COS;
- Assistant Administrators, Regional Administrators, Associate Administrators/SODs (permanent and “acting”) will rate their SES/SL/ST direct reports;

The attachments and these links may be helpful to you with the FY 2017 PARS process:

Ex. 6 - Personal Privacy

and/or this one:

Ex. 6 - Personal Privacy

Which Forms are to be Used? The following links will obtain the fillable forms and other information.

- SES Performance Plan template:

Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

- AD and Sch. C Appointees Performance Plan template:

Ex. 6 - Personal Privacy

- Additional information and management documents on the EPA Intranet:

Ex. 6 - Personal Privacy

To: Allen, Reginald[Allen.Reginald@epa.gov]; Bailey, KevinJ[Bailey.KevinJ@epa.gov]; Benjamin-Sirmons, Denise[Benjamin-Sirmons.Denise@epa.gov]; Bowen, Jennifer[Bowen.Jennifer@epa.gov]; Bowles, Jack[Bowles.Jack@epa.gov]; Brennan, Thomas[Brennan.Thomas@epa.gov]; Campbell, Jennie[Campbell.Jennie@epa.gov]; Caraballo, Mario[Caraballo.Mario@epa.gov]; Connors, Sandra[Connors.Sandra@epa.gov]; Corrales, Mark[Corrales.Mark@epa.gov]; Cuscino, Glen[Cuscino.Glen@epa.gov]; Dalbey, Matthew[Dalbey.Matthew@epa.gov]; Darden, Cynthia[Darden.Cynthia@epa.gov]; Dawes, Katherine[Dawes.Katherine@epa.gov]; Debell, Kevin[debell.kevin@epa.gov]; Etzel, Ruth[Etzel.Ruth@epa.gov]; Flynn, Mike[Flynn.Mike@epa.gov]; Foos, Brenda[Foos.Brenda@epa.gov]; Fraser, Scott[Fraser.Scott@epa.gov]; Gentile, Laura[Gentile.Laura@epa.gov]; Grantham, Nancy[Grantham.Nancy@epa.gov]; Hackel, Angela[Hackel.Angela@epa.gov]; Hart, Daniel[Hart.Daniel@epa.gov]; Hope, Brian[Hope.Brian@epa.gov]; Hull, George[Hull.George@epa.gov]; Jackson, Ryan[jackson.ryan@epa.gov]; Johnston, Khanna[Johnston.Khanna@epa.gov]; Kaiser, Sven-Erik[Kaiser.Sven-Erik@epa.gov]; Kenny, Shannon[Kenny.Shannon@epa.gov]; Kling, David[Kling.Dave@epa.gov]; Kopits, Elizabeth[Kopits.Elizabeth@epa.gov]; Kumar, Chitra[Kumar.Chitra@epa.gov]; Lancaster, Tina[Lancaster.Tina@epa.gov]; Lawrence, Tanya[Lawrence.Tanya@epa.gov]; Lesperance, Twanna[Lesperance.Twanna@epa.gov]; Levine, Carolyn[Levine.Carolyn@epa.gov]; Levitt, Shelley[Levitt.Shelley@epa.gov]; McGartland, Al[McGartland.Al@epa.gov]; Moody, Christina[Moody.Christina@epa.gov]; Nickerson, William[Nickerson.William@epa.gov]; Orquina, Jessica[Orquina.Jessica@epa.gov]; Osinski, Michael[Osinski.Michael@epa.gov]; Owens, Nicole[Owens.Nicole@epa.gov]; Reed, Khesha[Reed.Khesha@epa.gov]; Reeder, John[Reeder.John@epa.gov]; Rees, Sarah[rees.sarah@epa.gov]; Richardson, RobinH[Richardson.RobinH@epa.gov]; Rogers, JoanB[Rogers.JoanB@epa.gov]; Ryan, Jini[Ryan.Jini@epa.gov]; Scheraga, Joel[Scheraga.Joel@epa.gov]; Shaw, Nena[Shaw.Nena@epa.gov]; Slotkin, Ron[slotkin.ron@epa.gov]; Snyder, Brett[Snyder.Brett@epa.gov]; Sowell, Sarah[Sowell.Sarah@epa.gov]; Twillman, Brian[Twillman.Brian@epa.gov]; Tyler, Tom[Tyler.Tom@epa.gov]; Valentine, Julia[Valentine.Julia@epa.gov]; Wilson, Clark[Wilson.Clark@epa.gov]; Zarba, Christopher[Zarba.Christopher@epa.gov]
Cc: Tomlin, Matthew[tomlin.matthew@epa.gov]; Fraser, Scott[Fraser.Scott@epa.gov]
From: Allen, Reginald
Sent: Thur 4/6/2017 9:54:36 PM
Subject: Introducing the new OAES newsletter "AO Stuff to Know"

AO Managers and Supervisors,

As part of the continuous effort to help you stay informed of internal activities here in AO, I've asked members of my OAES team to put together a bi-monthly newsletter. Below you'll find our first edition of *AO Stuff to Know*. You will be able to find this and future newsletter editions on AO's SharePoint site under [AO Happenings](#).

For comments, questions or to include info in an upcoming edition, please contact [Matthew Tomlin](#), 564-2797.

Thank you,

Reginald E. Allen

Director, OAES

In this edition:

1. e-BOSS is coming soon!

This new system assists managers to track their office's personnel actions

2. Spend your remaining carryover

Managers need to identify residual funds that have not yet been committed

3. National Administrative Professionals Day is April 26

Show support for administrative folks in your office

4. "Take Our Daughters and Sons to Work Day" set for April 27

Ask staff to join the planning workgroup to support this successful AO tradition

5. AO employees encouraged to update Talent Hub & Delve profiles

Updated profiles assist your staffs' professional development opportunities

6. New faces in OAES

Learn more about the good folks serving your HR, budget, and grants needs

7. Resetting LAN Passwords just got easier

Users can unlock or change their LAN password without the EZ-Tech helpdesk

8. OEI Offers guest wireless access

Two steps for getting your office guests access to the Guest Wireless Network

9. Windows 10 rolling-out in May

You must have Office 2016 installed to receive Windows 10

1. e-BOSS is coming soon!

The new e-BOSS (Electronic Business Operations and Staffing System) will allow AO managers to view personnel information and track the status of personnel actions for their organization. OAES's Administrative Management Staff (AMS) has been busy preparing the SharePoint system to rollout later this month. The AMS Team will use e-BOSS to track the progress of new AO employees as they move through the onboarding process. Additional functionality is planned for the system to cover budget, training, grants and other actions within AO.

The Resource Management Staff (RMS) is also updating their systems for budget development and execution. For example, the Lotus Notes based purchase card system is being transitioned to SharePoint and incorporated into e-BOSS. Once the transition is complete, AO managers will receive guidance on how to use the new system. It will also be added to the Agency app catalog as a best practice for managers outside AO to utilize.

2. Spend your remaining carryover

OAES is working to close out the current fiscal year and can use your help! The annual closeout process begins at the end of April, when AO managers are encouraged to identify residual funds that have not yet been committed. RMS Chief, Glen Cuscino, urges AO Managers to "clean up open commitments, unliquidated obligations and spend any remaining carryover."

3. National Administrative Professionals Day is April 26

Since 1952, the International Association of Administrative Professionals has honored office workers by showing appreciation to the Administrative Professionals. OAES plans to recognize administrative staff across AO in two ways, 1) sending out a "thank you" memo on the 26th, and 2) providing certificates.

We are asking that you also show appreciation to the administrative staff within your

office in your own creative way. Ideas include a group “thank you” lunch, or Administrative leave up to 59 minutes, or a time off award. You could do a “shout out” using your internal communications channels and we can amplify your message in the upcoming memo to AO. If you wish to include your staff in the upcoming memo, please contact [Hana Abate](#), 564-2844. Consider these ideas for how your admin professional has made a positive contribution to your office:

- ☐ Completed a project for the office without any hesitation
- ☐ Kept the office atmosphere positive and always willing to support those in the office
- ☐ Had a consistent and effective work ethic

4. “Take Our Daughters and Sons to Work Day” set for April 27

Since 1993, this day has inspired girls and boys to envision their future career and learn more about EPA by bringing them into the workplace.

Please ask staff to join the planning workgroup to make the event a success. Those interested in helping this tradition, contact [Brian Twillman](#), 564-5948.

This year’s events include the popular “moot court” experience offered by EPA’s Environmental Appeals Board, a tour of the EPA Emergency Operations Center, and an afternoon filled with fun, educational games. These events will engage children (ages 5-16), while showcasing some the important work done in AO. To register children, please ask folks to fill in the [registration form](#) on the AO SharePoint site.

5. AO employees encouraged to update Talent Hub & Delve profiles

Despite the hiring freeze, there are several development opportunities available in Talent Hub, which currently includes Skills Marketplace projects, details, and temporary promotions. Please encourage all AO staff to check out [Talent Hub](#), watch the [video](#), and update their profile in [My Stuff](#). If you are interested in a roadshow discussing the value of Talent Hub and Skills Marketplace, contact [Scott Fraser](#), 566-2126 for a demo.

Until further notice, managers must obtain a [Hiring Freeze Waiver](#) and contact their assigned Program Analyst for personnel actions including details, temporary promotions, and reassignments.

Delve is part of SharePoint and this profile is separate from Talent Hub. Here you can include a photo (tied to Outlook email and Skype for Business), more information about your unique skill set, education, interests and bio. This information is searchable within SharePoint making it easier to find skills needed across the agency.

6. New Faces at OAES

OAES has welcomed six new folks to the team since January. To read brief bios about the newest members of OAES who are serving your needs, [click here](#).

- **Hana Abate** is supporting personnel actions for OSDBU and OCR.
- **Michael Benton** serves as a Budget Analyst and comes to us from the Department of Justice.
- **Sandra Carey** is on detail from OW and is the POC for People Plus and records management.
- **Michael Quarles** is on detail from OAR and is the Grants Coordinator.
- **Elyse Sutkus** is supporting personnel actions for OAES and OCHP.
- **Matthew Tomlin** is supporting personnel actions for OEX and SAB.

Hana, Elyse and Matthew all served in the Peace Corps prior to coming to EPA and are currently in the position of Program Analyst. Both Michael Benton and Michael Quarles served in the military.

7. Resetting LAN Passwords just got easier

OEI is launching SecureAuth, a new self-service password system that is coming on-line in April. It will enable users to unlock or change their LAN password without the need to call the EZ-Tech helpdesk.

With this self-service console feature, users will be able to more easily unlock and change their own LAN passwords. PSS can be accessed from any computer by going to www.pss.epa.gov. You do not have to be on the EPA network or on an EPA-issued computer. However, you will be required to insert your PIV or PUC card into a card reader to be authenticated. There are two features for employees, Unlock and Change

Password. The Unlock feature should only be used when you have attempted too many logins to the network and the system locks you out. The Change Password feature can be used anytime. However, if you are in the office, we suggest that you continue use the option in Windows 7, Change your password.

Special Note: Remember - SecureAuth only resets LAN passwords. Employees who need help resetting their EPASS badge PIN number must visit their local badging office.

8. OEI offers guest wireless access

Guest Wireless Network

Guest Wireless is a separate wireless network that should be available anywhere our Employee Wireless Network is deployed. Guest Wireless is specifically designed to provide temporary Internet access to public users. Guests are not permitted to conduct any official EPA business while using the wireless network, including accessing EPA emails, internal documents, and other business related material. Standard government furnished computers are specifically configured for use with the Employee Wireless Network and will not connect to the Guest Wireless Network.

Requesting Access to Guest Wireless

EPA employees must follow a two-step process so their guest can access the Guest Wireless Network:

- 1) Submit a request to your [Local Help Desk](#) in anticipation of a guest visiting your site. Requests should be sent at least 24 hours beforehand. Your local help desk will provide you with a temporary guest account and password for your guest. Review [Instructions for Requesting a Guest Account](#) for more information.

- 2) After your guest arrives, help your guest apply proper computer network settings so they can connect to the Guest Wireless Network. Review the [Instructions for Applying Wireless Settings on a Guest Computer](#) for more information.

9. Windows 10 rolling-out in May

EPA is updating all Agency computers with new tools that will improve computing performance and security. This update includes: Windows 10, Adobe Reader 15, and both Internet Explorer 11 and Edge, Microsoft Web browsers. If you have not yet upgraded to Office 2016, you will not receive the upgrade to Windows 10 at this time as

we continue to work on compatibility issues. You must have Office 2016 installed to receive Windows 10. You do not need to take any action.

Reginald E. Allen

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

To: Jackson, Ryan[jackson.ryan@epa.gov]
Cc: Reeder, John[Reeder.John@epa.gov]
From: Allen, Reginald
Sent: Thur 3/2/2017 5:39:30 AM
Subject: Re:

Yes sir

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell/ **Ex. 6 - Personal Privacy**

On Mar 1, 2017, at 11:32 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

Ex. 5 - Deliberative Process

Ryan Jackson
Chief of Staff
U.S. EPA

Ex. 6 - Personal Privacy

On Mar 1, 2017, at 11:09 PM, Allen, Reginald <Allen.Reginald@epa.gov> wrote:

Ex. 2; Ex. 5 - Deliberative Process

Reggie

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

On Mar 1, 2017, at 10:58 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

Ex. 5 - Deliberative Process

Ryan Jackson

Chief of Staff

U.S. EPA

Ex. 6 - Personal Privacy

To: Jackson, Ryan[jackson.ryan@epa.gov]
From: Allen, Reginald
Sent: Wed 4/5/2017 1:15:13 AM
Subject: The boss wants a suburban

Ex. 5 - Deliberative Process

Don't know but I talked to him weeks ago about the new Tahoe - and he did not mention- no worries - in any case will check in the morning to see if we can change and what the cost is.

Reg

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell **Ex. 6 - Personal Privacy**

To: Jackson, Ryan[jackson.ryan@epa.gov]
From: Allen, Reginald
Sent: Wed 4/5/2017 1:12:09 AM
Subject: Re:

Yes sir - and that is to do it during the work week

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

On Apr 4, 2017, at 8:11 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

Ex. 5 - Deliberative Process

We talked about Saturday is why I asked.

Ryan Jackson
Chief of Staff
U.S. EPA

Ex. 6 - Personal Privacy

To: Millan Hupp [Ex. 6 - Personal Privacy]
Cc: Munoz, Charles[munoz.charles@epa.gov]; [Ex. 6 - Personal Privacy] Jackson, Ryan[jackson.ryan@epa.gov]
From: Allen, Reginald
Sent: Thur 3/2/2017 2:57:23 AM
Subject: Re: Update

Thanks will get back to you soonest...

Reggie

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell [Ex. 6 - Personal Privacy]

On Mar 1, 2017, at 9:43 PM, Millan Hupp <[Ex. 6 - Personal Privacy]> wrote:

Attached. Thank you.

On Wed, Mar 1, 2017 at 6:23 PM, Allen, Reginald <Allen.Reginald@epa.gov> wrote:

Awesome – we'll work it first thing...

Reggie

Reginald E. Allen

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell: Ex. 6 - Personal Privacy

From: Millan Hupp [mailto:Ex. 6 - Personal Privacy]
Sent: Wednesday, March 1, 2017 7:18 PM
To: Allen, Reginald <Allen.Reginald@epa.gov>
Cc: Munoz, Charles <munoz.charles@epa.gov>; Sydney Hupp
Ex. 6 - Personal Privacy Jackson, Ryan <jackson.ryan@epa.gov>
Subject: Re: Update

Reggie -- Ex. 6 - Personal Privacy Thank you
very much.

Millan

On Tue, Feb 28, 2017 at 5:56 PM, Allen, Reginald <Allen.Reginald@epa.gov> wrote:

Millan / Sydney

Ex. 6 - Personal Privacy	Ex. 2
Ex. 2	Will call you both tomorrow

Ok

Reggie

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

On Feb 28, 2017, at 6:37 PM, Millan Hupp Ex. 6 - Personal Privacy wrote:

Reggie and Charles,

Ex. 6 - Personal Privacy

Warmest regards,

Millan Hupp

On Tue, Feb 28, 2017 at 10:48 AM, Munoz, Charles
<munoz.charles@epa.gov> wrote:

Just call my cell at Ex. 6 - Personal Privacy

Thanks,

Charles

Sent from my iPhone

On Feb 28, 2017, at 11:41 AM, Millan Hupp

Ex. 6 - Personal Privacy wrote:

Charles and Reggie,

2:15 should work well for us both. Please let us know what number to call. Look forward to chatting.

Thank you very much,

Millan Hupp

On Feb 28, 2017, at 10:32 AM, Munoz, Charles
<munoz.charles@epa.gov> wrote:

Millan & Sydney,

Myself and the Director of Executive Services Reggie Allen would like to setup a phone call with you to give you an update on the current situation. Does 2:15 pm eastern time work?

Charles Munoz

White House Liaison

Environmental Protection Agency

202-380-7967

--

MILLAN HUPP

C: Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

--

MILLAN HUPP

C: Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

--

MILLAN HUPP

C: Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

<Millan Hupp Resume.docx>

To: Jackson, Ryan[jackson.ryan@epa.gov]
From: Allen, Reginald
Sent: Tue 2/28/2017 10:00:58 PM
Subject: Re:

Outside standing by

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell: Ex. 6 - Personal Privacy

On Feb 28, 2017, at 4:50 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

Can we meet at 5?

Ryan Jackson
Chief of Staff
U.S. EPA

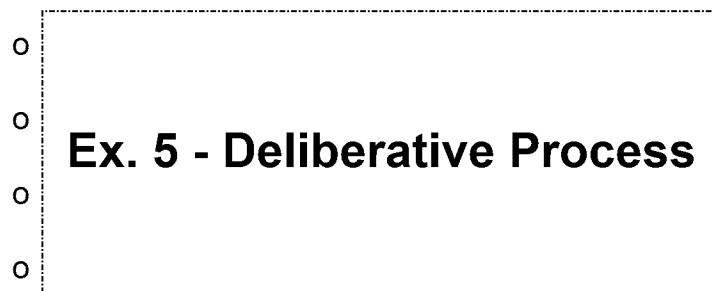
Ex. 6 - Personal Privacy

To: Reeder, John[Reeder.John@epa.gov]; Jackson, Ryan[jackson.ryan@epa.gov]; Flynn, Mike[Flynn.Mike@epa.gov]
From: Allen, Reginald
Sent: Thur 5/18/2017 10:17:54 PM
Subject: AO VERA/VSIP

Gentlemen

While we are still working the specifics for each office, I wanted to follow up and clarify AO's plan regarding VERA/VSIP with the bullets below:

- The chart (Slide 10) was meant to show our eligible population in AO.



Ex. 5 - Deliberative Process

Still working office level detail, we will have a final cut by COB on the 23rd to meet OARM's submission deadline.

Hope this helps

Best

Reggie

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

To: Dravis, Samantha[dravis.samantha@epa.gov]
Cc: Reeder, John[Reeder.John@epa.gov]; Jackson, Ryan[jackson.ryan@epa.gov]; Hale, Michelle[hale.michelle@epa.gov]; Woodward, Cheryl[Woodward.Cheryl@epa.gov]
From: Allen, Reginald
Sent: Tue 4/4/2017 5:08:29 PM
Subject: Re: Flag in Administrator Pruitt's office

Cheryl has a correct one for his office and will replace at first opportunity - will ask around to see who ordered and accepted incorrect flags to see if we can have them fixed or order new ones.

Reggie

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

On Apr 4, 2017, at 12:39 PM, Dravis, Samantha <dravis.samantha@epa.gov> wrote:

The EPA flag in Pruitt's office has the word "Agency" misspelled. Incidentally, the flag in my office also has it misspelled but I'm less worried about that one. The Administrator routinely takes photos with guests in his office and this flag needs to be swapped out, ASAP. Could you guys please make sure he has a new correct one in there?

To: Jackson, Ryan[jackson.ryan@epa.gov]
From: Allen, Reginald
Sent: Thur 5/18/2017 10:11:46 PM
Subject: Personnel Packets

Chief

Did you give the signed personnel packets to someone after you signed?

Also the other packet is on your desk - can discuss if you wish...

Reg

Reginald E. Allen, SES
Assistant Deputy Chief of Staff
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell 202-306-2879

To: Jackson, Ryan[jackson.ryan@epa.gov]; Reeder, John[Reeder.John@epa.gov]
From: Allen, Reginald
Sent: Mon 2/27/2017 2:35:17 PM
Subject: RE:

Yes sir

Reginald E. Allen

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

From: Jackson, Ryan
Sent: Monday, February 27, 2017 9:05 AM
To: Reeder, John <Reeder.John@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>
Subject:

Can we talk scheduling? Do you have availability shortly?

It's about ATL and Dallas.

Ryan Jackson

Chief of Staff

U.S. Environmental Protection Agency

Ex. 6 - Personal Privacy

To: Jackson, Ryan[jackson.ryan@epa.gov]
Cc: Reeder, John[Reeder.John@epa.gov]; Bloom, David[Bloom.David@epa.gov]; Greaves, Holly[greaves.holly@epa.gov]; Bennett, Tate[Bennett.Tate@epa.gov]
From: Allen, Reginald
Sent: Tue 4/4/2017 2:28:59 AM
Subject: Re:

Will check it out and report back
Reggie

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell/ **Ex. 5 - Deliberative Process**

On Apr 3, 2017, at 10:24 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

Ex. 5 - Deliberative Process

Ryan Jackson
Chief of Staff
U.S. EPA

Ex. 6 - Personal Privacy

To: Jackson, Ryan[jackson.ryan@epa.gov]
Cc: Reeder, John[Reeder.John@epa.gov]
From: Allen, Reginald
Sent: Thur 5/18/2017 3:13:38 PM
Subject: Comp Time for Appointees
[OT-CT-EPA2560-7v5.pdf](#)

Ryan

I updated your edits to include the required form (attached) – recommend if Syd sends it – it is on your behalf.

Best

Reggie

Team,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thank you

Ryan

To: Anderson, Denise[anderson.denise@epa.gov]; Hale, Michelle[hale.michelle@epa.gov]
Cc: Reeder, John[Reeder.John@epa.gov]; Schnare, David[schnare.david@epa.gov]; Benton, Donald[benton.donald@epa.gov]; Flynn, Mike[Flynn.Mike@epa.gov]; Jackson, Ryan (Inhofe)[Ryan_Jackson@inhofe.senate.gov]
From: Allen, Reginald
Sent: Thur 2/23/2017 12:10:27 AM
Subject: ESP First Weeks Updated 02-22-17-7pm.docx
ESP First Weeks Updated 02-22-17-7pm.docx

Final for Thursday – changes in red

Best

Reggie
Acting Deputy Chief of Staff

Reginald E. Allen

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

To: Reeder, John[Reeder.John@epa.gov]
Cc: Jackson, Ryan[jackson.ryan@epa.gov]
From: Allen, Reginald
Sent: Thur 5/18/2017 1:09:36 AM
Subject: Re: Time and Attendance issue

Looks good
Reg

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell

Ex. 6 - Personal Privacy

On May 17, 2017, at 6:56 PM, Reeder, John <Reeder.John@epa.gov> wrote:

Ryan,

Does this do it?

Reggie, see any issues?

JR

+++++

Team,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thank you

Ryan

To: Anderson, Denise[anderson.denise@epa.gov]; Hale, Michelle[hale.michelle@epa.gov]
Cc: Reeder, John[Reeder.John@epa.gov]; Naples, Eileen[Naples.Eileen@epa.gov]; Flynn, Mike[Flynn.Mike@epa.gov]; Jackson, Ryan (Inhofe)[Ryan_Jackson@inhofe.senate.gov]
From: Allen, Reginald
Sent: Wed 2/22/2017 10:00:04 PM
Subject: ESP First Weeks Updated 02-22-17-5pm.docx
ESP First Weeks Updated 02-22-17-5pm.docx

Latest updates as of 5PM

Reggie
Acting Deputy Chief of Staff

Reginald E. Allen

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell

Ex. 6 - Personal Privacy

To: Jackson, Ryan[jackson.ryan@epa.gov]
From: Allen, Reginald
Sent: Thur 3/30/2017 2:52:23 PM
Subject: Re: Payment for vendor

Yes sir - payment pending

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell: **Ex. 6 - Personal Privacy**

On Mar 30, 2017, at 10:50 AM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

You call this guys on this invoice?

From: David Louis Plevan [mailto:plevan@electrumprod.com]
Sent: Thursday, March 30, 2017 10:48 AM
To: Miller, Max L. EOP/WHO **Ex. 6 - Personal Privacy**
Cc: Jackson, Ryan <jackson.ryan@epa.gov>
Subject: Re: Payment for vendor

Good Morning Mr. Jackson,

Could you please confirm that you have received the invoice I sent to you yesterday?

Max, do you have Mr. Jackson's phone number so I may follow up?

Thank you!

On Wed, Mar 29, 2017 at 10:46 AM, David Louis Plevan <plevan@electrumprod.com> wrote:

Mr. Jackson,

Please find the final invoice for the POTUS event yesterday.

If you could kindly confirm receipt of this invoice and let me know if you have any questions.

Regards,

David Plevan

On Mon, Mar 27, 2017 at 10:54 AM, Miller, Max L. EOP/WHO

Ex. 6 - Personal Privacy wrote:

Ryan,

Can you please reach out to Dave who is handling our production for the EO Signing tomorrow.

Best,

Max

Sent from my iPhone

--

David Louis Plevan
Electrum Productions
[855-249-0681](tel:855-249-0681) office/fax
Ex. 6 - Personal Privacy [mobile](tel:855-249-0681)
www.electrumprod.com

--

David Louis Plevan
Electrum Productions

855-249-0681 office/fax

Ex. 6 - Personal Privacy

mobile
www.electrumprod.com

Cc: Reeder, John[Reeder.John@epa.gov]
To: Jackson, Ryan[jackson.ryan@epa.gov]
From: Allen, Reginald
Sent: Wed 5/17/2017 12:44:13 AM
Subject: Fwd: EPA/AO Workforce Reshaping Information
[AO Reshaping Proposal-Final.docx](#)
[ATT00001.htm](#)

Ryan

Please find attached AO's Workforce Reshaping Proposal – as a start point for the larger AO workforce reshaping discussion tomorrow at 3:30.

Best
Reggie

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office [202-564-0444](#)

Direct [202-564-1029](#)

Cell/ Ex. 6 - Personal Privacy

Begin forwarded message:

From: "Vizian, Donna" <Vizian.Donna@epa.gov>
To: "2017HQfirstassistants" <2017HQfirstassistants@epa.gov>, "2017Regionfirstassistants" <2017Regionfirstassistants@epa.gov>
Cc: "DAA-Career" <DAACareer@epa.gov>, "DRA" <DRA@epa.gov>, "ARA" <ARA@epa.gov>, "Gray, Linda" <gray.linda@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>
Subject: EPA Workforce Reshaping Information

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy

to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,

Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Office of the Administrator (AO) Workforce Reshaping Proposal

This document outlines the strategic approach the Office of the Administrator (AO) plans to take to meet the challenges presented by the overall federal directive to Reshape the Workforce and to ensure that we can advance the Administrator's goals and priorities now and beyond the FY 2018 targeted reductions.

As part of our strategic vision, we continue to evaluate how well AO's organizational structure meets the Agency's needs and ensures that AO operates efficiently and effectively. Consequently, AO proposes to:

-

-

-

Ex. 5 - Deliberative Process

-

Friday, May 5, 2017

To: Anderson, Denise[anderson.denise@epa.gov]; Hale, Michelle[hale.michelle@epa.gov]
Cc: Reeder, John[Reeder.John@epa.gov]; Jackson, Ryan
(Inhofe)[Ryan_Jackson@inhofe.senate.gov]; Flynn, Mike[Flynn.Mike@epa.gov]; Naples,
Eileen[Naples.Eileen@epa.gov]
From: Allen, Reginald
Sent: Wed 2/22/2017 5:18:01 PM
Subject: ESP First Weeks Updated 02-22-17.docx
ESP First Weeks Updated 02-22-17.docx

Resent for one change - OECA Conf Room is WJC-S 3216

Changes to afternoon schedule timing – please update calendar to send changes

Other updates and changes in red

Reggie
Acting Deputy Chief of Staff

Reginald E. Allen

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell/ Ex. 6 - Personal Privacy

To: Jackson, Ryan[jackson.ryan@epa.gov]
From: Allen, Reginald
Sent: Tue 3/28/2017 2:22:50 PM
Subject: Re:

They are also on your desk...

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

On Mar 28, 2017, at 9:38 AM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

So many secrets.

Ryan Jackson

Chief of Staff

U.S. EPA

Ex. 6 - Personal Privacy

On Mar 28, 2017, at 9:37 AM, Allen, Reginald <Allen.Reginald@epa.gov> wrote:

No but I know who does...

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell/ Ex. 6 - Personal Privacy

On Mar 28, 2017, at 9:35 AM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

I thought you had the swag vault.

Ryan Jackson
Chief of Staff
U.S. EPA

Ex. 6 - Personal Privacy

On Mar 28, 2017, at 9:34 AM, Allen, Reginald <Allen.Reginald@epa.gov> wrote:

I don't have them but can get them - I'll bring them to you
Reggie

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell/ Ex. 6 - Personal Privacy

On Mar 28, 2017, at 9:29 AM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

Can I come down to get two pair of links?

Ryan Jackson
Chief of Staff
U.S. EPA

Ex. 6 - Personal Privacy

To: Anderson, Denise[anderson.denise@epa.gov]; Hale, Michelle[hale.michelle@epa.gov]
Cc: Reeder, John[Reeder.John@epa.gov]; Jackson, Ryan
(Inhofe)[Ryan_Jackson@inhofe.senate.gov]; Flynn, Mike[Flynn.Mike@epa.gov]; Naples,
Eileen[Naples.Eileen@epa.gov]
From: Allen, Reginald
Sent: Wed 2/22/2017 5:08:53 PM
Subject: ESP First Weeks Updated 02-22-17.docx
ESP First Weeks Updated 02-22-17.docx

Changes to afternoon schedule timing – please update calendar to send changes

Other updates and changes in red

Reggie
Acting Deputy Chief of Staff

Reginald E. Allen

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

To: Jackson, Ryan (Inhofe)[Ryan_Jackson@inhofe.senate.gov]
From: Allen, Reginald
Sent: Wed 2/22/2017 2:34:42 AM
Subject: Re: Budget Meeting with the Administrator

Will do and I'll work with John to setup a scheduling system that we can plug in new folks in as they come on board.

Reg

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 5 - Deliberative Process

On Feb 21, 2017, at 7:51 PM, Jackson, Ryan (Inhofe) <Ryan_Jackson@inhofe.senate.gov> wrote:

Hey Reg so if tomorrow is 8 instead of 7:30 so will the rest of the week and maybe forever.
Can you adjust Thursday and Friday schedule accordingly too.

I was talking to reeder tonight and I think it's unavoidable and necessary even with a couple more help coming for us to have some career staff to help with scheduling.

Ryan Jackson
Chief of Staff
U.S. Senator James M. Inhofe
205 Russell Senate Office Bldg.
Washington, D.C. 20510
(202) 224-4721

On Feb 21, 2017, at 7:26 PM, Allen, Reginald <Allen.Reginald@epa.gov> wrote:

Teammates

The 8:30 Wednesday morning 22 Feb 17 budget meeting with the Administrator has been pushed back to 9:00-9:50, location is still the Administrator's office.

Budget Meeting - Overview of what is being prepared for OMB and the Agency's priorities, deadlines for submission to OMB, and expected President's Budget announcement timing.

Thanks

Reggie
Acting Deputy Chief of Staff

Reginald E. Allen

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 5 - Deliberative Process

To: Jackson, Ryan (Inhofe)[Ryan_Jackson@inhofe.senate.gov]
Cc: Hale, Michelle[hale.michelle@epa.gov]
From: Allen, Reginald
Sent: Wed 2/22/2017 2:32:33 AM
Subject: Re: Schedule

Will do

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell **Ex. 6 - Personal Privacy**

On Feb 21, 2017, at 8:13 PM, Jackson, Ryan (Inhofe) <Ryan_Jackson@inhofe.senate.gov> wrote:

For Monday we need to put

8:45 to 11:15 presentation at WH to CEOs on EPA Agenda. POTUS and VPOTUS present.

Thanks.

Ryan Jackson
Chief of Staff
U.S. Senator James M. Inhofe
205 Russell Senate Office Bldg.
Washington, D.C. 20510
(202) 224-4721

To: Jackson, Ryan[jackson.ryan@epa.gov]; Reeder, John[Reeder.John@epa.gov]; Flynn, Mike[Flynn.Mike@epa.gov]; Munoz, Charles[munoz.charles@epa.gov]
From: Allen, Reginald
Sent: Mon 3/27/2017 12:50:01 PM
Subject: RE: two personnel questions.

Others will address the OCFO question, but on the welcomes you may want to hit JP again as he was not at the last Senior Staff, additionally Brittany Bolen – DAA Policy is scheduled to report today.

Reggie

Reginald E. Allen

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell/ Ex. 6 - Personal Privacy

From: Jackson, Ryan
Sent: Monday, March 27, 2017 8:16 AM
To: Reeder, John <Reeder.John@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Flynn, Mike <Flynn.Mike@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>; Munoz, Charles <munoz.charles@epa.gov>
Subject: two personnel questions.

Holly Greaves is presently a senior advisor to the Administrator in the OCFO. At one point we were talking about Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

My question is

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Additionally, I'm planning to announce other personnel at the 1pm meeting today:

- Jahan Wilcox, strategic communications advisor in OPA
- David Fotouhi, a deputy general counsel
- Liz Bowman, deputy associate administrator for OPA

Are there others for today?

Ryan Jackson

Chief of Staff

U.S. Environmental Protection Agency

Ex. 6 - Personal Privacy

To: Jackson, Ryan[jackson.ryan@epa.gov]
From: Allen, Reginald
Sent: Mon 3/27/2017 2:07:16 AM
Subject: Re: EPA EO Production

Ryan
Did they send anything else - invoice, bill, estimate, anything?
If not we'll contact the company directly.
Reggie

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

On Mar 26, 2017, at 7:05 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

All greek to me.

From: David Louis Plevan [mailto:plevan@electrumprod.com]
Sent: Sunday, March 26, 2017 6:57 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>
Cc: Miller, Max L. EOP/WHO <Max.L.Miller@who.eop.gov>
Subject: Re: EPA EO Production

Thanks for the email Max!

Mr. Jackson,

Please let me know how you would like process payment, if you award through SAM or you just want to pay via credit card.

Thanks!

On Sun, Mar 26, 2017 at 6:50 PM, Miller, Max L. EOP/WHO

Ex. 6 - Personal Privacy wrote:

Sent from my iPhone

Begin forwarded message:

From: <**Ex. 6 - Personal Privacy**>

Date: March 26, 2017 at 17:44:40 EDT

To: <plevan@electrumpod.com>

Cc: <jackson.ryan@epa.gov>, Robert Kryder <**Ex. 6 - Personal Privacy**>

Subject: EPA EO Production

Dave,

CC'd on this email is Ryan Jackson. The expense has been approved by the EPA and they can confirm payment. If you could please resend the quote to the email so Ryan can get it, you will be taken care of. If you have any questions please give me a call.

Best,

Max

Ex. 6 - Personal Privacy

Sent from my iPhone

--

David Louis Plevan
Electrum Productions
855-249-0681 office/fax

Ex. 6 - Personal Privacy mobile

www.electrumprod.com

To: Benton, Donald[benton.donald@epa.gov]; Schnare, David[schnare.david@epa.gov]; Reeder, John[Reeder.John@epa.gov]; Flynn, Mike[Flynn.Mike@epa.gov]; Jackson, Ryan (Inhofe)[Ryan_Jackson@inhofe.senate.gov]
Cc: Anderson, Denise[anderson.denise@epa.gov]; Hale, Michelle[hale.michelle@epa.gov]
From: Allen, Reginald
Sent: Wed 2/22/2017 12:04:13 AM
Subject: ESP First Weeks Updated 02-21-17.docx
ESP First Weeks Updated 02-21-17.docx

Wednesday and Thursday – minor updates, will inform OCFO of time change and OGC of location change.

Best

Reggie
Acting Deputy Chief of Staff

Reginald E. Allen

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell 2 Ex. 6 - Personal Privacy

To: Jackson, Ryan[jackson.ryan@epa.gov]
From: Allen, Reginald
Sent: Mon 3/27/2017 1:46:22 AM
Subject: Re: EPA EO Production

Got it

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

On Mar 26, 2017, at 7:05 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

All greek to me.

From: David Louis Plevan [mailto:plevan@electrumprod.com]

Sent: Sunday, March 26, 2017 6:57 PM

To: Jackson, Ryan <jackson.ryan@epa.gov>

Cc: Miller, Max L. EOP/WHO Ex. 6 - Personal Privacy

Subject: Re: EPA EO Production

Thanks for the email Max!

Mr. Jackson,

Please let me know how you would like process payment, if you award through SAM or you just want to pay via credit card.

Thanks!

On Sun, Mar 26, 2017 at 6:50 PM, Miller, Max L. EOP/WHO

Ex. 6 - Personal Privacy wrote:

Sent from my iPhone

Begin forwarded message:

From: **Ex. 6 - Personal Privacy**

Date: March 26, 2017 at 17:44:40 EDT

To: <plevan@electrumpod.com>

Cc: <jackson.ryan@epa.gov>, Robert Kryder <**Ex. 6 - Personal Privacy**

Subject: EPA EO Production

Dave,

CC'd on this email is Ryan Jackson. The expense has been approved by the EPA and they can confirm payment. If you could please resend the quote to the email so Ryan can get it, you will be taken care of. If you have any questions please give me a call.

Best,

Max

Ex. 6 - Personal Privacy

Sent from my iPhone

--

David Louis Plevan
Electrum Productions
Ex. 6 - Personal Privacy office/fax
202-997-1748 mobile
www.electrumprod.com

To: Bailey, KevinJ[Bailey.KevinJ@epa.gov]; Benjamin-Sirmons, Denise[Benjamin-Sirmons.Denise@epa.gov]; Brennan, Thomas[Brennan.Thomas@epa.gov]; Campbell, Jennie[Campbell.Jennie@epa.gov]; Caraballo, Mario[Caraballo.Mario@epa.gov]; Cuscino, Glen[Cuscino.Glen@epa.gov]; Etzel, Ruth[Etzel.Ruth@epa.gov]; Hope, Brian[Hope.Brian@epa.gov]; Hull, George[Hull.George@epa.gov]; Johnston, Khanna[Johnston.Khanna@epa.gov]; Kenny, Shannon[Kenny.Shannon@epa.gov]; Kling, David[Kling.Dave@epa.gov]; Lawrence, Tanya[Lawrence.Tanya@epa.gov]; Lesperance, Twanna[Lesperance.Twanna@epa.gov]; Reed, Khesha[Reed.Khesha@epa.gov]; Reeder, John[Reeder.John@epa.gov]; Richardson, RobinH[Richardson.RobinH@epa.gov]; Rogers, JoanB[Rogers.JoanB@epa.gov]; Zarba, Christopher[Zarba.Christopher@epa.gov]; Jackson, Ryan[jackson.ryan@epa.gov]
Cc: Washington, Valerie[Washington.Valerie@epa.gov]; Twillman, Brian[Twillman.Brian@epa.gov]; Willis, Sharnett[Willis.Sharnett@epa.gov]; Fraser, Scott[Fraser.Scott@epa.gov]
From: Allen, Reginald
Sent: Tue 5/16/2017 1:31:54 AM
Subject: Updated - SOD/AA Meeting Agenda - Tuesday 16 May 2017; 10:00-12:00 - WJC-N; Rm. 3530
SOD Meeting Agenda 5-16-2017v1.docx

Teammates

Please find attached the updated agenda for the next AA/SOD Meeting on 16 May 2017.

Hope to see you there...

Best

Reggie

Reginald E. Allen

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell

Ex. 6 - Personal Privacy

SOD/AA MEETING

MAY 16, 2017 • 10:00 AM – 12 Noon • WJCN 3530

AGENDA V1

Please coordinate directly with Brian Twillman at Ex. 6 - Personal Privacy if you need to call in.

TOPIC	PRESENTER	TIME	MATERIALS / NOTES
Chief of Staff			
Comments / Questions	Ryan Jackson	10 mins	N/A
Deputy Chief of Staff			
Opening Comments	John Reeder	5 min	N/A
OA Acquisition and Assistance Programs Update			
Grants and Contracts Overview	Michael Quarles	15 min	N/A
OAES Standing Report Outs and Updates			
HR Information <ul style="list-style-type: none">Update: Maxiflex Pilot is UnderwayMay 3: June 13: 2017 FEVS is availableJune 26 -27: HQ's Inspection Program	Reggie / Twanna	10 min	Slides / Handouts
Budget Information <ul style="list-style-type: none">Update: 2017 Closeout ScheduleBudget NewsReminder: AO Fiscal Year 2017 Awards	Glen	10 min	Slides
Continued Business			
<ul style="list-style-type: none">Workforce Reshaping Initiative	John / Reggie Twanna	10 min	Slides
<ul style="list-style-type: none">Voluntary Early Retirement & Voluntary Separation Incentive Authorities (VERA/VSIP) Update	John / Reggie Twanna	10 min	Slides
<ul style="list-style-type: none">Agency/AO Personnel Policy Discussion	John / Reggie Twanna	10 min	Slides
New Business			
Open Discussion – Other SOD/AA Business/Comments	All	10 min	N/A
Closing Comments - John			

To: Jackson, Ryan (Inhofe)[Ryan_Jackson@inhofe.senate.gov]
From: Allen, Reginald
Sent: Tue 2/21/2017 8:00:05 PM
Subject: Re: EPA.

Howard generates the form it has not been done yet as she showed on our radar today - I gave her the paperwork to get her started this morning. We should have it today for Sam - Charles signs and the Administrator signs and we send to OPM - will check status with Howard now
Reggie

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell: Ex. 6 - Personal Privacy

On Feb 21, 2017, at 2:55 PM, Jackson, Ryan (Inhofe) <Ryan_Jackson@inhofe.senate.gov> wrote:

Reg, do you have this form of Sams?

Ryan Jackson
Chief of Staff
U.S. Senator James M. Inhofe
205 Russell Senate Office Bldg.
Washington, D.C. 20510
(202) 224-4721

Begin forwarded message:

From: "Locetta, Jennifer R. EOP/WHO" <Ex. 6 - Personal Privacy>
Date: February 21, 2017 at 2:19:18 PM EST
To: "Jackson, Ryan (Inhofe)" <Ryan_Jackson@inhofe.senate.gov>
Cc: Charles Munoz <munoz.charles@epa.gov>

Subject: RE: EPA.

Ryan - you should be confirmed with OPM already.

For Samantha, can someone send me the copy of the 1652 that was submitted to OPM?
This will help us track down her approval on our end with OPM.

Thanks,
Jennifer

-----Original Message-----

From: Jackson, Ryan (Inhofe) [mailto:Ryan_Jackson@inhofe.senate.gov]
Sent: Tuesday, February 21, 2017 2:15 PM
To: Locetta, Jennifer R. EOP/WHO <**Ex. 6 - Personal Privacy**>
Cc: Charles Munoz <munoz.charles@epa.gov>
Subject: Re: EPA.

Thank you.

Ryan Jackson
Chief of Staff
U.S. Senator James M. Inhofe
205 Russell Senate Office Bldg.
Washington, D.C. 20510
(202) 224-4721

On Feb 21, 2017, at 2:04 PM, Locetta, Jennifer R. EOP/WHO
<**Ex. 6 - Personal Privacy**> wrote:

That should have already occurred. I will double check now.

-----Original Message-----

From: Jackson, Ryan (Inhofe) [mailto:Ryan_Jackson@inhofe.senate.gov]
Sent: Tuesday, February 21, 2017 2:00 PM
To: Locetta, Jennifer R. EOP/WHO <**Ex. 6 - Personal Privacy**>
Cc: Charles Munoz <munoz.charles@epa.gov>

Subject: Re: EPA.

So I wasn't quite clear. Would you mind letting OPM know we are cleared?
That will do it.

Ryan Jackson

Chief of Staff

U.S. Senator James M. Inhofe

205 Russell Senate Office Bldg.

Washington, D.C. 20510

(202) 224-4721

On Feb 21, 2017, at 1:07 PM, Locetta, Jennifer R. EOP/WHO

Ex. 6 - Personal Privacy wrote:

Hi Ryan,

Yes, PPO has cleared Ryan Jackson and Samantha Dravis for permanent placement at the EPA. Please let me know if anything else is needed.

Thanks!

Jennifer R. Locetta

Office of Presidential Personnel

On Feb 21, 2017, at 1:03 PM, Jackson, Ryan (Inhofe)

<Ryan_Jackson@inhofe.senate.gov> wrote:

Jennifer, I think there may be a miscommunication with EPA, but can PPO advise EPA again that Ryan Jackson and Samantha Dravis are cleared so EPA can swear us in?

Thank you.

Ryan.

Ryan Jackson

Chief of Staff

U.S. Senator James M. Inhofe

205 Russell Senate Office Bldg.

Washington, D.C. 20510

(202) 224-4721

To: Jackson, Ryan[jackson.ryan@epa.gov]
From: Allen, Reginald
Sent: Thur 3/23/2017 6:57:44 PM
Subject: RE: AO Leadership Meeting - need you for a few minutes

Ryan

We (AO) are facilitating and pushing to make happen as fast as possible for the boss, but this is another OARM process (facilities) in coordination with Smithsonian galleries.

Having said that all the paperwork to request the pieces below have been submitted. Tomorrow (Friday) representatives from the National Portrait Gallery, American Art Museum and the National Gallery of Art will come into the Administrators Office and conduct their required survey for location, Temperature and Security control.

Once complete they will process our request – remove the pieces from storage, uncrating, inspecting, and arranging with their contractor to deliver and hang the art work.

The Smithsonian has told us this process can take up to 8 weeks but will probably be sooner but they would not guarantee a date certain. While all of the art is under the Smithsonian umbrella the five pieces are managed and stored by three different galleries.

Pieces

National Portrait Gallery – Monroe and Marshall

American Art Museum – Apollo and Mountain Landscape

National Gallery of Art – Lincoln

Best

Reggie

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

From: Jackson, Ryan

Sent: Thursday, March 23, 2017 1:22 PM

To: Allen, Reginald <Allen.Reginald@epa.gov>

Subject: Re: AO Leadership Meeting - need you for a few minutes

I'm sorry I missed this. Can you give me an update on smithsonian pictures?

Ex. 5 - Deliberative Process

Ryan Jackson

Chief of Staff

U.S. EPA

Ex. 6 - Personal Privacy

On Mar 23, 2017, at 11:20 AM, Allen, Reginald <Allen.Reginald@epa.gov> wrote:

Ryan

Please come down the hall (3530) Sharnett will show you - your AO troops need to interact with you for just a few minutes and for you get to know them a bit. We are here until noon.

Best

Reggie

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell **Ex. 6 - Personal Privacy**

To: Bailey, KevinJ[Bailey.KevinJ@epa.gov]; Benjamin-Sirmons, Denise[Benjamin-Sirmons.Denise@epa.gov]; Brennan, Thomas[Brennan.Thomas@epa.gov]; Campbell, Jennie[Campbell.Jennie@epa.gov]; Caraballo, Mario[Caraballo.Mario@epa.gov]; Cuscino, Glen[Cuscino.Glen@epa.gov]; Etzel, Ruth[Etzel.Ruth@epa.gov]; Hope, Brian[Hope.Brian@epa.gov]; Hull, George[Hull.George@epa.gov]; Johnston, Khanna[Johnston.Khanna@epa.gov]; Kenny, Shannon[Kenny.Shannon@epa.gov]; Kling, David[Kling.Dave@epa.gov]; Lawrence, Tanya[Lawrence.Tanya@epa.gov]; Lesperance, Twanna[Lesperance.Twanna@epa.gov]; Reed, Khesha[Reed.Khesha@epa.gov]; Reeder, John[Reeder.John@epa.gov]; Richardson, RobinH[Richardson.RobinH@epa.gov]; Rogers, JoanB[Rogers.JoanB@epa.gov]; Zarba, Christopher[Zarba.Christopher@epa.gov]; Jackson, Ryan[jackson.ryan@epa.gov]
Cc: Washington, Valerie[Washington.Valerie@epa.gov]; Twillman, Brian[Twillman.Brian@epa.gov]; Willis, Sharnett[Willis.Sharnett@epa.gov]; Fraser, Scott[Fraser.Scott@epa.gov]
From: Allen, Reginald
Sent: Mon 5/15/2017 9:03:48 PM
Subject: SOD/AA Meeting Agenda - Tuesday 16 May 2017; 10:00-12:00 - WJC-N; Rm. 3530
[SOD Meeting Agenda 5-16-2017.docx](#)

Teammates

Please find attached the agenda for the next AA/SOD Meeting on 16 May 2017.

Sorry for the delay and hope to see you there.

Best

Reggie

Reginald E. Allen

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell **Ex. 6 - Personal Privacy**

SOD/AA MEETING

MAY 16, 2017 • 10:00 AM – 12 Noon • WJCN 3530

AGENDA

Please coordinate directly with Brian Twillman at Ex. 6 - Personal Privacy if you need to call in.

TOPIC	PRESENTER	TIME	MATERIALS / NOTES
Chief of Staff			
Comments / Questions	Ryan Jackson	10 mins	N/A
Deputy Chief of Staff			
Opening Comments	John Reeder	5 min	N/A
OA Acquisition and Assistance Programs			
Grants and Contracts Overview	Michael Quarles	15 min	N/A
Workforce Reshaping Initiative			
General Discussion / Update	John / Reggie	10 min	Slides
Agency/AO Personnel Policy Discussion			
Overview	John / Reggie	15 min	Slides
OAES Standing Report Outs and Updates			
HR Information <ul style="list-style-type: none">Update: Maxiflex Pilot is UnderwayMay 3: June 13: 2017 FEVS is availableJune 26 -27: HQ's Inspection Program	Reggie / Twanna	10 min	Slides / Handouts
Budget Information <ul style="list-style-type: none">Update: 2017 Closeout ScheduleReminder: AO Fiscal Year 2017 Awards	Glen	10 min	Slides
Continued Business			
<ul style="list-style-type: none">Voluntary Early Retirement & Voluntary Separation Incentive Authorities (VERA/VSIP) Update	John / Reggie Twanna	10 min	Slides
Open Discussion – Other SOD/AA Business/Comments	All	10 min	N/A
Closing Comments - John			

To: Allen, Reginald[Allen.Reginald@epa.gov]; Bailey, KevinJ[Bailey.KevinJ@epa.gov]; Benjamin-Sirmons, Denise[Benjamin-Sirmons.Denise@epa.gov]; Brennan, Thomas[Brennan.Thomas@epa.gov]; Campbell, Jennie[Campbell.Jennie@epa.gov]; Caraballo, Mario[Caraballo.Mario@epa.gov]; Cuscino, Glen[Cuscino.Glen@epa.gov]; Etzel, Ruth[Etzel.Ruth@epa.gov]; Hope, Brian[Hope.Brian@epa.gov]; Hull, George[Hull.George@epa.gov]; Johnston, Khanna[Johnston.Khanna@epa.gov]; Kenny, Shannon[Kenny.Shannon@epa.gov]; Kling, David[Kling.Dave@epa.gov]; Lawrence, Tanya[Lawrence.Tanya@epa.gov]; Lesperance, Twanna[Lesperance.Twanna@epa.gov]; Reed, Khesha[Reed.Khesha@epa.gov]; Reeder, John[Reeder.John@epa.gov]; Richardson, RobinH[Richardson.RobinH@epa.gov]; Rogers, JoanB[Rogers.JoanB@epa.gov]; Zarba, Christopher[Zarba.Christopher@epa.gov]; Jackson, Ryan[jackson.ryan@epa.gov]
Cc: Washington, Valerie[Washington.Valerie@epa.gov]; Twillman, Brian[Twillman.Brian@epa.gov]; Willis, Sharnett[Willis.Sharnett@epa.gov]; Fraser, Scott[Fraser.Scott@epa.gov]
From: Allen, Reginald
Sent: Wed 3/22/2017 10:50:09 PM
Subject: SOD/AA Meeting Agenda - Thursday 23 March 2017; 10:00-12:00 - WJC-N; Rm. 3530
SOD Agenda 3-23-2017.docx

Teammates

Please find attached the agenda for the next AA/SOD Meeting on 23 March 2017.

Thanks and hope to see you there.

v/r

Reggie

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell/ Ex. 6 - Personal Privacy

SOD/AA MEETING

MARCH 23, 2017 • 10:00 AM – 12 Noon • WJCN 3530

AGENDA

Dial-in #: Ex. 6 - Personal Privacy Conference extension code: Ex. 6 - Personal Privacy Participant code: Ex. 6 - Personal Privacy

TOPIC	PRESENTER	TIME	MATERIALS / NOTES
Deputy Chief of Staff			
Opening Comments – Introduction of Chief of Staff	John Reeder	5 min	N/A
Chief of Staff			
Welcome	Ryan Jackson	5 min	N/A
Transition Discussion			
Transition Discussion	John / Reggie	10 min	N/A
Special Overview of e-BOSS			
Overview of e-BOSS (Electronic Business Operations and Staffing System)	Reggie / Twanna	15 min	Slides
OAES Standing Report Outs and Updates			
Important HR Information <ul style="list-style-type: none"> April 6: AO Deputies Meeting (10 – 11:00 am) AO PeoplePlus Calendar Info for Current Pay Period Training Sessions for AO's Managers and Supervisors March 30: Mandatory AO Managers' Forum for First-line Supervisors (10:00 – 12:00; WJCN 3530) EPA's Mandatory Training Sessions EPA Drug Free Workplace Training for Supervisors and Employees in Testing Designated Positions (TDPs) April 26: AO's Administrative Professionals Day April 27: AO's Take Our Daughters and Sons to Work Day 	Reggie / Twanna	15 min	Slides / Handouts
Overview of President's Budget	Glen	30 min	Slides
Continued Business			
Continue to Support Professional Development and Employee Engagement <ul style="list-style-type: none"> Talent Hub, Skills Marketplace, WE Workgroup 	Scott Fraser	10 min	Slides
New Business			
Upcoming FY 2017 Mid-Year PARS Performance Discussions with Employees	John / Reggie	10 min	Slides
Open Discussion – Other SOD/AA Business/Comments	All	10 min	N/A
Closing Comments - John			

To: Jackson, Ryan[jackson.ryan@epa.gov]
From: Allen, Reginald
Sent: Wed 3/15/2017 12:04:01 AM
Subject: Endorsement for JP Freire - PPO approved for AA OPA

Ryan

As you requested, below is a draft note in lieu of a signed memo for you cut out these above then line comments and send to the following folks that determine salaries.

Barnett.Howard@epa.gov; Roberts.Suzanne@epa.gov; and Vizian.Donna@epa.gov and cc me.

I'll follow up on his status

Reggie

Team

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ryan Jackson

Chief of Staff

To: Jackson, Ryan[jackson.ryan@epa.gov]
Cc: Reeder, John[Reeder.John@epa.gov]
From: Allen, Reginald
Sent: Mon 3/13/2017 12:44:17 AM
Subject: Re: Holly

Ex. 5 - Deliberative Process

Reggie

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell **Ex. 6 - Personal Privacy**

On Mar 12, 2017, at 8:22 PM, Allen, Reginald <Allen.Reginald@epa.gov> wrote:

Ex. 5 - Deliberative Process

Reggie

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell/ Ex. 6 - Personal Privacy

On Mar 12, 2017, at 7:24 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

Ex. 5 - Deliberative Process

Ryan Jackson

Chief of Staff

U.S. Environmental Protection Agency

Ex. 6 - Personal Privacy

To: Jackson, Ryan[jackson.ryan@epa.gov]
Cc: Reeder, John[Reeder.John@epa.gov]; Flynn, Mike[Flynn.Mike@epa.gov]
From: Allen, Reginald
Sent: Mon 5/15/2017 1:20:42 PM
Subject: Onboarding Notes
Onboarding Binder January 2017 draft 2 14 17.pptx
Agency Acronyms 1 30 17.docx

Ryan

As discussed, attached are two files with some basic information for new appointees – believe this is good starting point of general information.

Below is a draft note for you to send to the attachments to all appointees should you choose to do so.

Best

Reg

Team

Please find attached some basic onboarding information – understand some may have received this or something like it already but consider this documents as a reference / start points for questions relating to your service at EPA.

Thank you for all you do every day.

Thanks

Ryan

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

US Environmental Protection Agency Acronyms

AA	Assistant Administrator; also, Advisory and Assistance
AAMF	African American Male Forum
AAMPCO	Association of American Pesticide Control Officials
AAPI	Asian American and Pacific Islander
ACC	American Chemistry Council
ACE/COE	Army Corp of Engineers/ Corp of Engineers
ACWA	Association of Clean Water Administrators
ADA	Americans with Disabilities Act; also Antideficiency Act
ADP	Automated Data Processing
ADR	Alternative Dispute Resolution
AEP	Affirmative Employment Program
AERLB	Architecture, Engineering and Real Estate Branch
AFC	Audit Follow-up Coordinator
AFGE	American Federation of Government Employees Union
AH	Allowance Holder
AID	Agency for International Development
AIP	American Indian Program or Native American
ALA	American Lung Association
ALJ	Administrative Law Judges
AO	Administrator's Offices
APA	American Planning Association; also, Administrative Procedures Act
APAC	Asian Pacific American Council
APIP	Asian Pacific Islander Program
APR	Annual Performance Report
APTA	American Public Transit Association
ARA	Assistant Regional Administrator
ARI	Administrative Reform Initiative
ASD	Administrative Services Division
ASDWA	Association of State Drinking Water Administrators
ASTHO	Association of State and Territorial Health Officials
ATBCB	Architectural & Transportation Barriers Compliance Board
ATSDR	Agency for Toxic Substances and Disease Registry
AWS	Alternate Work Space
BA	Budget Authority
BAS	Budget Automation System
BBA	Balanced Budget Act
BC	Branch Chief
BEP	Black Employment Program
BIG	Blacks in Government
BOC	Budget Obligation Class
BPA	Blanket Purchase Agreement

BU	Bargaining Unit
B&F	Buildings and Facilities
CAA	Clean Air Act
CAAA	Clean Air Act Amendments
CAAC	Civilian Agency Acquisition Council; also, Clean Air Act Advisory Council
CAFE	Corporate Average Fuel Economy
CAFO	Concentrated Animal Feeding Operation
CAO	Chief Acquisitions Officer
CIN	Cincinnati
CIO	Chief Information Officer (head of OEI)
CBEP	Community-based Environmental Protection
CBI	Confidential Business Information
CBO	Congressional Budget Office
CCAP	Climate Change Action Plan
CCRC	Contracts Customer Relations Council
CDC	Centers for Disease Control and Prevention
CEQ	Council for Environmental Quality
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act
CFC	Combined Federal Campaign
CFCs	Chlorofluorocarbons
CFDA	Catalog of Federal Domestic Assistance
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
CHCO	Chief Human Capital Officer
CMA	Chemical Manufacturers Association
CPOD	Contracts Management Division, Cincinnati
RTP POD	Contracts Management Division, Research Triangle Park
CMM	Contract Management Manual
CMS	Correspondence Management System; also, Suspension and Debarment Case Management System
C/O	Carryover
CO	Contracting Officer
COG	Council of Governments
COI	Conflict of Interests
COOP	Continuity of Operations Plan
COR	Contract Officer's Representative
COR	Contracting Officer's Representative
CPU	Central Processing Unit
CR	Continuing Resolution
CRS	Civil Service Reform Act
CS	Contract Specialist
CSG	Council of State Governments
CRA	Congressional Research Service

CWA	Clean Water Act
CWS	Compressed Work Schedule
CY	Calendar Year
DA	Deputy Administrator
DAA	Deputy Assistant Administrator
DAEO	Delegated Agency Ethics Official
DAEP	Disability Awareness Employment Program
DAP	Diversity Action Plan
DCN	Document Control Number
DCR	Directives Clearance Review
DD	Division Director
DEO	Deputy Ethics Official
DFAS	Defense Financial Accounting System
DHS	Department of Homeland Security
DOB	Date of Birth
DOC	Department of Commerce
DOD	Department of Defense
DOE	Department of Energy
DOI	Department of the Interior
DOJ	Department of Justice
DOL	Department of Labor
DOPO	Delivery Order Project Officer
DOT	Department of Transportation
DRA	Deputy Regional Administrator
DVA	Department of Veterans Affairs
EAB	Environmental Appeals Board
EAS	EPA Acquisition System
EC	Electronic Commerce
ECAP	Employee Counseling and Assistance Center
ECOS	Environmental Council of the States
ECP	Environmental Careers Program
EELC	E-Enterprise Leadership Council
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
EEO&F	Equal Employment Opportunity and Fairness Report
EEX	Employee Express
EJ	Environmental Justice
EMAP	Environmental Monitoring and Assessment Program
EMC	Executive Management Council
EMI	EPA Management Intern
EO	Executive Order
EOD	Enter on Duty
EOY	End of Year
EPA Institute	Institute for Individual & Organizational Excellence

EPAAR	Environmental Protection Agency Acquisition Regulation
EPCRA	Emergency Planning and Community Right-to-Know Act
EPM	Environmental Programs and Management
EPP	Executive Potential Program; also Environmentally Preferable Purchasing
EQR	EPAstat Quarterly Report
ERC	Executive Resources Center
ERM	Enterprise Risk Management
ERRB	Executive Resources Review Board
ERT	Emergency Response Team
ESPC	Energy Savings Performance Contract
ESS	Employee Services Staff
EZHire	EPA's automated recruitment system
FACA	Federal Advisory Committee Act
FAI	Federal Acquisition Institute
FAIR Act	Federal Activities Inventory Reform Act
FAR	Federal Acquisition Regulation
FASA	Federal Acquisition Streamlining Act
FBA	Federal Business Association
FCIP	Federal Career Intern Program
FCO	Funds Control Officer
FDA	Food & Drug Administration
FDP	Federal Demonstration Partnership
FDS	Facility Development Staff
FDW	Financial Data Warehouse
FEB	Federal Executive Board
Fed OWL	Federal Older Workers League
FEE	Federal Environmental Executive
FEGLI	Federal Employee Group Life Insurance
FEHB	Federal Employee Health Benefits Program
FEI	Federal Executive Institute
FEMA	Federal Emergency Management Agency
FERS	Federal Employee Retirement System
FFAMIA	Federal Financial Assistance Management Improvement Act
FFMIA	Federal Financial Management Improvement Act
FHWA	Federal Highway Administration
FIFRA	Federal Insecticide, Fungicide, and Rodenticide Act
FIP	Federal Implementation Plan
FLRP	Federal Labor Relations Board
FLTCIP	Federal Long Term Care Insurance Program
FMD	Financial Management Division
FMFIA	Federal Managers Financial Integrity Act
FMLA	Family Medical Leave Act
FMSD	Facilities Management and Services Division
FOIA	Freedom of Information Act

FOB	Facilities Operations Branch
FPPS	Federal Personnel Payroll System
FPS	Federal Protective Services
FQPA	Food Quality Protection Act
FSD	Financial Services Division (OCFO)
FSMP	Financial Systems Modernization Project
FT	Full Time
FTA	Federal Transit Administration
FTE	Full Time Equivalent
FWP	Federal Women's Program
FY	Fiscal Year
GAD	Grants Administration Division
GAO	General Accountability Office
GAP	General Assistance Program
GCAI	Grantee Compliance Assistance Initiative
GCRC	Grants Customer Relations Council
GEMS	Global Environmental Monitoring System
GICS	Grants Information & Control System
GIS	Geographic Information System
GLOBE	Gay, Lesbian, or Bisexual Employee
GMO	Grants Management Officer; also Genetically Modified Organism
GOBA	Grants Operations Branch A
GOBB	Grants Operations Branch B
GPRAMod or GPRAMA	Government Performance & Results Modernization Act
GS	General Schedule
GSA	General Services Administration
GWAC	Government Wide Acquisition Contract
HAC	Hispanic Advisory Council; and, House Appropriations Committee
HACU	Hispanic Association of Colleges and Universities
HAPs	Hazardous Air Pollutants
HBCU	Historically Black Colleges and Universities
HCA	Head of Contracting Activity
HEP	Hispanic Employment Program
HHS	Department of Health and Human Services
HOLHRS	Headquarters Operations and Liaison Human Resources Staff
HPO	High Performance Organization
HPOD	Headquarters Procurement Operations Division
HQ	Headquarters
HRB	Honor Awards Board
HRC	EPA's Human Resources Council
HRMC	Human Resources Management Council (OPM)
HRMD	Human Resources Management Division
HRO	Human Resources Officer (Regions)
HSWA	Hazardous and Solid Waste Amendments of RCRA

HUBZone	Historically Underutilized Business Zone
IA	Interagency Agreement
IBC	Interior Business Center
ICMA	International City Managers Association
ICMS	Integrated Contract Management System
ICR	Information Collection Request
IDP	Individual Development Plan
IEGAP	Indian Environmental General Assistance Program (ACT)
IG	Inspector General
IGMS	Integrated Grants Management System
IHRT	Information and Human Resources Team (OPRM)
IM	Information Management
IMSS	Information Management & Systems Staff
IMT	Incident Management Teams
IO	Immediate Office
IOAA	Independent Offices Appropriations Act
IPA	Intergovernmental Personnel Act; also Intergovernmental Personnel Assignment
IRMD	Information Resources Management Division
IS	Information Systems
ISO	International Standardization Organization; also Information Security Officer
IT	Information Technology
ITC	International Trade Center
JRO	Junior Resources Official
KSA	Knowledge, Skills and Abilities
LAN	Local Area Network
LANSA	Local Area Network Systems Administrator
LCMAT	Local Crisis Management and Advisory Team
LD	Lab Director
LER	Labor & Employee Relations Staff
LTC	Long Term Care (insurance)
LWOP	Leave Without Pay
MAC	Multiple Award Contract
MATS	Management Audit Tracking System
MBE/WBE	Minority Business Enterprise/Women's Business Enterprise
MCC	Management Control Coordinator
MDCs	Management Development Centers
MERs	Management Effectiveness Reviews
MIT	Management Integrity Team
MJO	Multi-jurisdictional Organization

MORs	Management Oversight Reviews
MPRSA	Marine Protection, Research and Sanctuaries Act
MSPB	Merit Systems Protection Board
MSW	Municipal Solid Waste
NAAG	National Association of Attorneys General
NAAQS	National Ambient Air Quality Standards
NACAA	National Association of Clean Air Agencies
NACE	National Administrative Council for Excellence
NACEPT	National Advisory Council for Environmental Policy and Technology
NACO	National Association of Counties
NAFTA	North American Free Trade Agreement
NALGEP	National Association of Local Government Environmental Professionals
NAPA	National Academy of Public Administration
NAS	National Academy of the Sciences
NASDA	National Association of State Departments of Agriculture
NCEA	National Center for Environmental Assessment
NCER	National Center for Environmental Research
NCSL	National Conference of State Legislatures
NDRF	National Disaster Recovery Framework
NEPA	National Environmental Policy Act
NEPI	National Environmental Policy Institute
NEPPS	National Environmental Performance Partnership System
NERL	National Exposure Research Laboratory
NESHAPS	National Environmental Standards for Hazardous Air Pollutants
NETI	National Environmental Training Institute
NGA	National Governors Association
NHEERL	National Health and Environmental Effects Research Laboratory
NHP	New Headquarters Project
NHSRC	National Homeland Security Research Center
NIEHS	National Institute of Environmental Health Sciences
NIH	National Institute of Health
NLC	National League of Cities
NOA	New Obligation Authority
NOAA	National Oceanic & Atmospheric Administration
NPDES	National Pollutant Discharge Elimination System
NPL	National Priorities List
NPM	National Program Manager
NPMA	National Pesticide Management Association
NPR	National Performance Review
NPRM	Notice of Proposed Rule-making
NPS	Nonpoint Source
NRF	National Response Framework
NRML	National Risk Management Research Laboratory

NSCEP	National Service Center for Environmental Publications
NSPS	National Source Performance Standards
NSR	New Source Review
NTE	Not To Exceed
NTEU	National Treasury Employees Union
NTSD	National Technology Services Division
OA	Office of Administration
OAM	Office of Acquisition Management
OAQPS	Office of Air Quality Planning & Standards
OAR	Office of Air and Radiation
OARM	Office of Administration and Resources Management
OB	Office of Budget
OC	Office of the Controller
OCEM	Office of Cooperative Environmental Management
OCEMR	Office of Communications, Education and Media Relations
OCFO	Office of the Chief Financial Officer
OCIR	Office of Congressional and Intergovernmental Relations
OCR	Office of Civil Rights
OCSP	Office of Chemical Safety and Pollution Prevention
OD	Office Director; also Organizational Development
OECA	Office of Enforcement and Compliance Assurance
OEE	Office of E-Enterprise for the Environment
OEI	Office of Environmental Information
OEM	Office of Emergency Management
OEP	Occupant Emergency Plan
OERR	Office of Emergency and Remedial Response
OEX	Office of the Executive Secretariat
OGE	Office of Government Ethics
OHS	Office of Homeland Security
OGC	Office of General Counsel
OGD	Office of Grants and Debarment
OHR	Office of Human Resources
OIG	Office of the Inspector General
OITA	Office of International and Tribal Affairs
OLE	Organizational Leadership Enterprise
OLEM	Office of Land and Emergency Management
OMB	Office of Management and Budget
OFPP	Office of Federal Procurement Policy
OMCS	Organization and Management Consulting Services
OP	Operating Plan, e.g., Op Plan
OPA	Oil Pollution Act; also Office of Public Affairs
OPAA	Office of Planning, Analysis, and Accountability
OPEI	Office of Policy, Economics, and Innovation
OPF	Official Personnel Folder
OPM	Office of Personnel Management

OPP	Office of Pesticide Programs
OPPTS	Office of Prevention, Pesticides, and Toxic Substances
OPRM	Office of Policy and Resources Management
ORD	Office of Research and Development
ORO	Office of Regional Operations
OS	Outstanding Scholar
OSDBU	Office of Small and Disadvantaged Business Utilization
OSHA	Occupational Safety and Health Administration
OSP	Office of Science Policy
OSW	Office of Solid Waste
OTS	Office of Technology Solutions
OW	Office of Water
OWCP	Office of Workers Compensation Programs
PARS	Performance Appraisal and Recognition System
PB	President's Budget
PBC	Performance Based Contracting
PC	Personal Computer
PCBs	Polychlorinated Biphenyls
PCSC	Personal Computer Site Coordinator
PC&B	Personnel, Compensation and Benefits
PDA	Personal Digital Assistant
PEC	Procurement Executives Council
PFTE	Other than Full Time Employment
PHS	Public Health Service
PHSO	Public Health Service Officer
PIC	Performance Improvement Council
PIO	Performance Improvement Officer
PIP	Performance Improvement Plan
PITB	Policy, Information and Training Branch
PL	Public Law
PMA	Presidents Management Agenda
PMC	President's Management Council
PMD	Program Management Director
PMF	Presidential Management Fellow
PMO	Program Management Officer
PNGV	Partnership for a New Generation Vehicle
PO	Project Officer
POD	Program Operations Division
POI	Program Office Interface
POV	Privately Owned Vehicle
PPA	Pollution Prevention Act
PPB	Parts per Billion
PPGs	Performance Partnership Grants
PPM	Parts per Million
PR	Procurement Request

PRB	Performance Review Board
PTOD	Policy, Training and Oversight Division
PVIWP	Preventing Violence in the Workplace Program/Policy
PY	Potomac Yard (EPA offices in Northern Virginia)
RA	Regional Administrator
RC	Responsibility Center; also Regional Comptroller
RCRA	Resource Conservation and Recovery Act
RFP	Request For Proposals
RFQ	Request for Quotes
RIF	Reduction in Force
RGC	Regional Grant Coordinator
RMC	Resource Management Council
RPIO	Responsible Planning and Implementing Official
RPO	Regional Planning Organization
RRB	Ronald Reagan Building
RTP	Research Triangle Park
SAB	Science Advisory Board
SAC	Senate Appropriations Committee
SAP	Simplified Acquisition Procedures
SARA	Superfund Amendments and Reauthorization Act
SB	Small Business
SBO	Senior Budget Officer
SCD	Service Computation Date
SCEP	Student Career Experience Program
SDB	Small Disadvantaged Business
SDD	Suspension and Debarment Division
SDVOSB	Service Disabled Veteran-owned Small Business
SDWA	Safe Drinking Water Act
SEE	Senior Environmental Enrollee
SEEP	Senior Environmental Employment Program
SEPM	Special Emphasis Program Managers
SEPW	Senate Environment and Public Works Committee
SES	Senior Executive Service
SF	Standard Form; also Superfund
SHEMD	Safety, Health, and Environmental Management Division
SHEMP	Safety, Health, and Environmental Management Program
SIP	State Implementation Plan
SIO	Senior Information Official
SME	Subject Matter Expert
SL	Senior Level
SLC	Senior Leadership Council
SOP	Standard Operating Procedure
SPEDI	Small Purchase Electronic Data Interface

SPMB	Security and Property Management Branch
SPPS	Strategic Planning and Policy Services
SRF	State Revolving Fund
SRO	Senior Resource Official
SRRPOD	Superfund/RCRA Regional Procurement Operations Division
S&T	Science and Technology
STAG	State and Tribal Assistance Grants
STEP	Student Temporary Employment Program
SWDA	Solid Waste Disposal Act
TA	Travel Authorization
TM	Travel Manager
TMDLs	Total Maximum Daily Loads
TO	Training Officer; also Task Order
TOPO	Task Order Project Officer
TQM	Total Quality Management
TRI	Toxic Release Inventory
TSC	Technical Support Center
TSCA	Toxic Substances Control Act
TSP	Thrift Savings Plan
TSR	Telecommunications Service Request
TVA	Tennessee Valley Authority
T&A	Time and Attendance
UNEP	United Nations Environment Program
USC	United States Code
USTs	Underground Storage Tanks
WAM	Work Assignment Manager
WCF	Working Capital Fund
WISE	Women in Science and Engineering
WGA	Western Governors Association
WOSB	Women-owned Small Businesses
WRDA	Water Resources Development Act
WQS	Water Quality Standards
VLBP	Voluntary Leave Bank Program
VLTP	Voluntary Leave Transfer Program
ZEV	Zero Emission Vehicle

To: Woodward, Cheryl[Woodward.Cheryl@epa.gov]; Reeder, John[Reeder.John@epa.gov]; Jackson, Ryan[jackson.ryan@epa.gov]
Cc: Anderson, Denise[anderson.denise@epa.gov]; Hale, Michelle[hale.michelle@epa.gov]
From: Allen, Reginald
Sent: Thur 3/9/2017 7:56:13 PM
Subject: RE: FYI - Administrator Main Line

I have a meeting with folks at 3:30 to figure out a way ahead for 4700...

Reginald E. Allen

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

From: Woodward, Cheryl
Sent: Thursday, March 9, 2017 2:44 PM
To: Reeder, John <Reeder.John@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>
Cc: Anderson, Denise <anderson.denise@epa.gov>; Hale, Michelle <hale.michelle@epa.gov>
Subject: FYI - Administrator Main Line

This is NOT a complaint but for your information.

I have logged 72 calls that I have answered and there are 79 on the voicemail that needs to be cleared. OIG Hotline said that are also receiving numerous call they wanted to know if I was getting numerous call. The reason for the email is because Region 4 (Atlanta) called to check our line and I answered the call. I will try my best to clear the voicemail as soon as possible.

Cheryl Woodward

Program Assistant

Office of the Administrator

U.S. Environment Protection Agency (EPA)

1200 Pennsylvania Avenue, NW

MC: 1101A, Room 3000 WJC South

Washington, DC 20460

(202) 564-1274 Direct line

(202) 564-4700 Office line

Confidentiality Warning: This message and any attachments are intended only for the use of the recipient(s), are confidential, and may be privileged. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or other use of all or any portion of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return email and delete this message and any attachments from your system.

To: Jackson, Ryan[jackson.ryan@epa.gov]
Cc: Reeder, John[Reeder.John@epa.gov]
From: Allen, Reginald
Sent: Mon 5/15/2017 12:44:29 AM
Subject: Re: Flags half-staff Monday 5/15

Passed on to executers - Vaughn and Donna in OARM.

Reggie

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell [Ex. 6 - Personal Privacy]

On May 13, 2017, at 2:04 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

Ryan Jackson
Chief of Staff
U.S. EPA

[Ex. 6 - Personal Privacy]

Begin forwarded message:

From: "Gunn, Ashley L. EOP/WHO" <[Ex. 6 - Personal Privacy]>
Date: May 13, 2017 at 11:52:24 AM EDT
To: "Gunn, Ashley L. EOP/WHO" <[Ex. 6 - Personal Privacy]>
Cc: "Kunkel, Matthew R. EOP/WHO" <[Ex. 6 - Personal Privacy]>, "Mashburn, John K. EOP/WHO" <[Ex. 6 - Personal Privacy]>, "Flynn, Matthew J. EOP/WHO" <[Ex. 6 - Personal Privacy]>
Subject: **Flags half-staff Monday 5/15**

All,

Please be advised, that the flags will be lowered to half-staff on **Monday, May 15,**

2017, in recognition of the **Peace Officers Memorial Day**. The flags will be lowered to half-staff for the entire day on Monday.

Thank you,
Ashley Gunn
Senior Director
Cabinet Affairs
The White House

(Ex. 6 - Personal Privacy)

Please excuse typos. Sent from my iPhone

To: Jackson, Ryan[jackson.ryan@epa.gov]
From: Allen, Reginald
Sent: Fri 5/12/2017 1:44:09 PM
Subject: Time and Attendance

Ryan
Need to have a quick conversation about comp time for appointee. They are asking...
Reggie

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell [Ex. 6 - Personal Privacy]

On May 12, 2017, at 8:21 AM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

I get that a lot.

I'll be in this morning after walking my pony.

Ryan Jackson
Chief of Staff
U.S. EPA

[Ex. 6 - Personal Privacy]

On May 12, 2017, at 8:15 AM, Allen, Reginald <Allen.Reginald@epa.gov> wrote:

Your my hero...

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell: Ex. 6 - Personal Privacy

On May 12, 2017, at 8:07 AM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

I'm getting this done. Make America great again.

Ryan Jackson
Chief of Staff
U.S. EPA

Ex. 6 - Personal Privacy

On May 12, 2017, at 6:33 AM, Allen, Reginald <Allen.Reginald@epa.gov> wrote:

At the time we thought Michelle could push through a decision - she did - it was no....

,

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell: Ex. 6 - Personal Privacy

On May 11, 2017, at 8:47 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

No one showed me.

-----Original Message-----

From: Allen, Reginald

Sent: Thursday, May 11, 2017 2:39 PM

To: Jackson, Ryan <jackson.ryan@epa.gov>

Subject: RE: Administrators office.

You do realize this is the same desk we identified 4-5 weeks ago in one of the two prior visits we setup to the Warehouse - Michelle had pictures - he said no...

Reginald E. Allen
Director, Administrative and Executive Services Office of the
Administrator U.S. Environmental Protection Agency Office 202-564-
0444 Direct 202-564-1029 Ex. 6 - Personal Privacy

-----Original Message-----

From: Jackson, Ryan
Sent: Wednesday, May 10, 2017 11:29 AM
To: Chmielewski, Kevin <chmielewski.kevin@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Hale, Michelle <hale.michelle@epa.gov>; Hupp, Sydney <hupp.sydney@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: Administrators office.

Currently the refurbishing of the partners desk we found in the EPA warehouse is about \$2200. It would be very good to get that down and expedite the timing down from a month.

I can't remember how much the Smithsonian has charged for the art work already hanging in his office.

But I believe, outside a budget for art which I understand we may have, that confines the standing desk to about \$1000.

However, the Administrator is interested in framing the presidents pen and EO's on water and energy independence, something the Vice President provided him on his birthday, and I'm sure other things will arise as we go.

How best to accomplish these goals.

Ryan Jackson
Chief of Staff
U.S. EPA
Ex. 6 - Personal Privacy

To: Jackson, Ryan[jackson.ryan@epa.gov]
Cc: Reeder, John[Reeder.John@epa.gov]
From: Allen, Reginald
Sent: Tue 3/7/2017 8:40:34 PM
Subject: RE: DRAFT Chief of Staff Announcement

Could not find more hair so just decided to make you cooler and better looking...

See below

Reginald E. Allen

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

From: Jackson, Ryan
Sent: Tuesday, March 7, 2017 3:30 PM
To: Reeder, John <Reeder.John@epa.gov>
Cc: Allen, Reginald <Allen.Reginald@epa.gov>; Fraser, Scott <Fraser.Scott@epa.gov>; Hull, George <Hull.George@epa.gov>; Sowell, Sarah <Sowell.Sarah@epa.gov>; Widener, Charles (Chuck) <Widener.Charles@epa.gov>
Subject: Re: DRAFT Chief of Staff Announcement

It's ok.

You didn't like the hair idea?

Ryan Jackson

Chief of Staff

U.S. EPA

Ex. 6 - Personal Privacy

On Mar 7, 2017, at 3:21 PM, Reeder, John <Reeder.John@epa.gov> wrote:

Ryan, thank you for the edits.

PLEASE CONFIRM (for all the cc's on this note) that it's ok to send out as a message from the Administrator Pruitt? (Sarah and Chuck work in the Internal comms office)

Thank you.

JR

Ex. 5 - Deliberative Process

Ryan Jackson

Chief of Staff

To: Jackson, Ryan[jackson.ryan@epa.gov]
From: Allen, Reginald
Sent: Fri 5/12/2017 1:11:11 PM
Subject: Re: Administrators office.

Walked mine already but it a Clydesdale...

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

On May 12, 2017, at 8:21 AM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

I get that a lot.

I'll be in this morning after walking my pony.

Ryan Jackson
Chief of Staff
U.S. EPA

Ex. 6 - Personal Privacy

On May 12, 2017, at 8:15 AM, Allen, Reginald <Allen.Reginald@epa.gov> wrote:

Your my hero...

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell [Ex. 6 - Personal Privacy]

On May 12, 2017, at 8:07 AM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

I'm getting this done. Make America great again.

Ryan Jackson
Chief of Staff
U.S. EPA

[Ex. 6 - Personal Privacy]

On May 12, 2017, at 6:33 AM, Allen, Reginald <Allen.Reginald@epa.gov> wrote:

At the time we thought Michelle could push through a decision - she did - it was no....

,

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell [Ex. 6 - Personal Privacy]

On May 11, 2017, at 8:47 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

No one showed me.

-----Original Message-----

From: Allen, Reginald

Sent: Thursday, May 11, 2017 2:39 PM

To: Jackson, Ryan <jackson.ryan@epa.gov>

Subject: RE: Administrators office.

You do realize this is the same desk we identified 4-5 weeks ago in one of the two prior visits we setup to the Warehouse - Michelle had pictures - he said no...

Reginald E. Allen
Director, Administrative and Executive Services Office of the
Administrator U.S. Environmental Protection Agency Office 202-564-
0444 Direct 202-564-1029 Cell Ex. 6 - Personal Privacy

-----Original Message-----

From: Jackson, Ryan
Sent: Wednesday, May 10, 2017 11:29 AM
To: Chmielewski, Kevin <chmielewski.kevin@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Hale, Michelle <hale.michelle@epa.gov>; Hupp, Sydney <hupp.sydney@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: Administrators office.

Currently the refurbishing of the partners desk we found in the EPA warehouse is about \$2200. It would be very good to get that down and expedite the timing down from a month.

I can't remember how much the Smithsonian has charged for the art work already hanging in his office.

But I believe, outside a budget for art which I understand we may have, that confines the standing desk to about \$1000.

However, the Administrator is interested in framing the presidents pen and EO's on water and energy independence, something the Vice President provided him on his birthday, and I'm sure other things will arise as we go.

How best to accomplish these goals.

Ryan Jackson
Chief of Staff
U.S. EPA

Ex. 6 - Personal Privacy

To: Sydney Hupp [Ex. 6 - Personal Privacy]
Cc: Millan Hupp [Ex. 6 - Personal Privacy]; Jackson, Ryan[jackson.ryan@epa.gov]; Munoz, Charles[munoz.charles@epa.gov]; Hale, Michelle[hale.michelle@epa.gov]
From: Allen, Reginald
Sent: Mon 3/6/2017 7:29:54 PM
Subject: Re: Fingerprinting

Sorry nothing enroute that is close - let Michelle know when you are arriving so we can maybe get you both fingerprinted the day you arrive.

Reggie

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell [Ex. 6 - Personal Privacy]

On Mar 5, 2017, at 11:34 PM, Sydney Hupp [Ex. 6 - Personal Privacy] wrote:

Thank you. Will get pay stub in the am. Don't receive anything in paper copy so will have to call the AG's office in the morning. Apologies for the delay. Thanks!

Sent from my iPhone

On Mar 5, 2017, at 10:14 PM, Allen, Reginald <Allen.Reginald@epa.gov> wrote:

Will check with the Security folks in the morning for other places enroute - please remind Sydney we need something to verify her last pay.

Reggie

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell [Ex. 6 - Personal Privacy]

On Mar 5, 2017, at 11:10 PM, Millan Hupp <[Ex. 6 - Personal Privacy]> wrote:

Reggie,

Ex. 2; Ex. 6

Millan Hupp

On Mar 5, 2017, at 9:40 PM, Allen, Reginald <Allen.Reginald@epa.gov> wrote:

Yes I know - spoke with Michelle Friday - it is a hop but will save us days towards swearing in...

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell [Ex. 6 - Personal Privacy]

On Mar 5, 2017, at 9:42 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

Ada is 80 miles from Oklahoma City.

Ryan Jackson
Chief of Staff
U.S. EPA

Ex. 6 - Personal Privacy

On Mar 5, 2017, at 9:39 PM, Allen, Reginald
<Allen.Reginald@epa.gov> wrote:

Millan/Sydney

Ex. 2; Ex. 6

Best

Reggie

Ex. 2; Ex. 6

Ex. 2

Ex. 2

Ex. 2

Reginald E. Allen

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell/ Ex. 6 - Personal Privacy

To: Jackson, Ryan[jackson.ryan@epa.gov]
From: Allen, Reginald
Sent: Thur 5/11/2017 10:18:56 PM
Subject: RE: RE:
[Pony.jpg](#)

Reginald E. Allen
Director, Administrative and Executive Services
Office of the Administrator
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell Ex. 6 - Personal Privacy

-----Original Message-----

From: Jackson, Ryan
Sent: Thursday, May 11, 2017 6:13 PM
To: Reeder, John <Reeder.John@epa.gov>
Cc: Allen, Reginald <Allen.Reginald@epa.gov>
Subject: Re: RE:

Thank you.

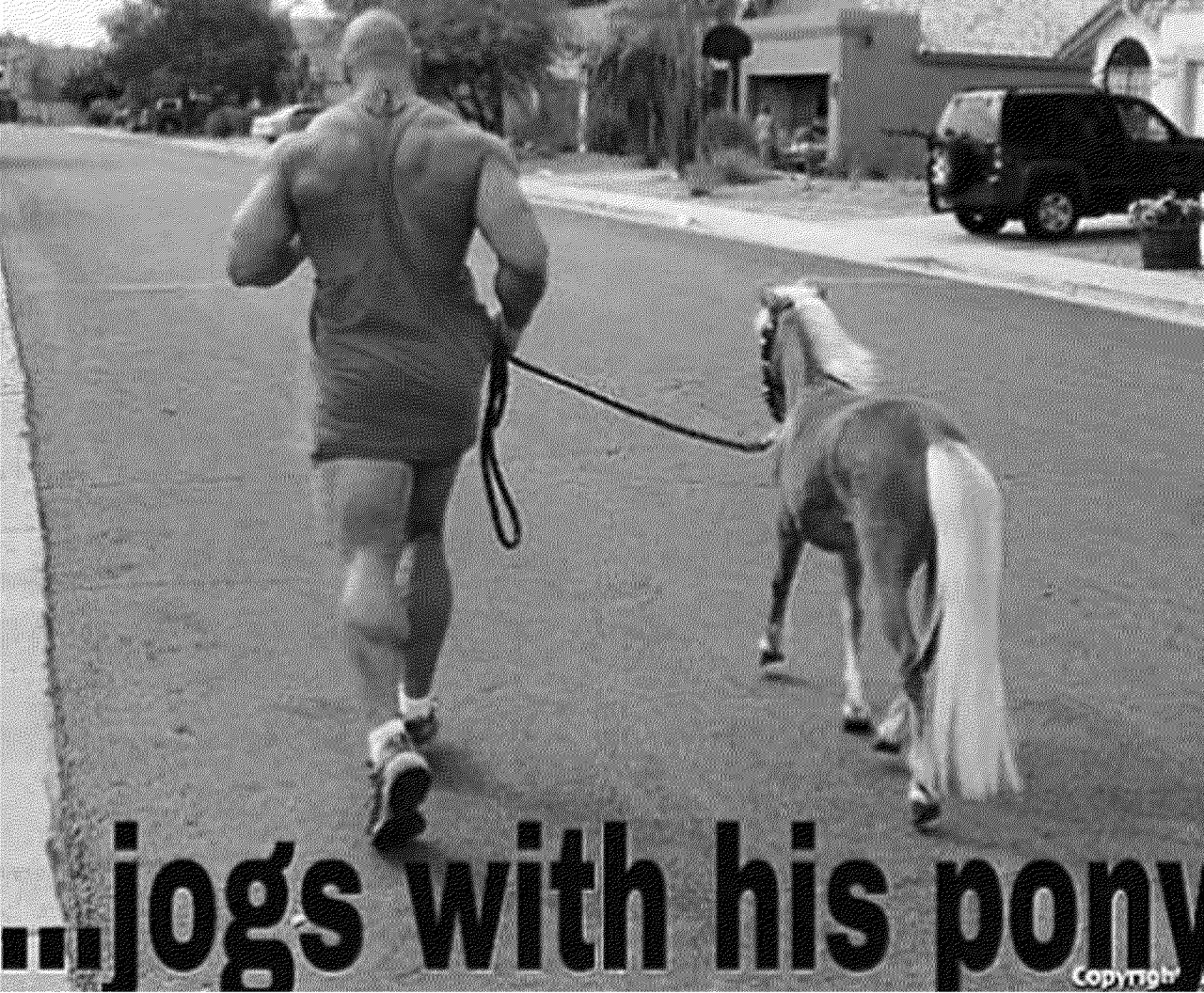
Ryan Jackson
Chief of Staff
U.S. EPA

Ex. 6 - Personal Privacy

> On May 11, 2017, at 5:23 PM, Reeder, John <Reeder.John@epa.gov> wrote:
>
> Done got back to her earlier
>
> -----Original Message-----
> From: Jackson, Ryan
> Sent: Thursday, May 11, 2017 5:19 PM
> To: Reeder, John <Reeder.John@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>
> Subject:
>
> Please get with Samantha about her travel voucher reimbursements today.
>
> Ryan Jackson
> Chief of Staff
> U.S. EPA

Ex. 6 - Personal Privacy

A real man



...jogs with his pony

To: Jackson, Ryan[jackson.ryan@epa.gov]
From: Allen, Reginald
Sent: Tue 5/2/2017 12:14:00 AM
Subject: Re: Sir - Follow-up

Yes sir

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

On May 1, 2017, at 7:22 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

Ex. 5 - Deliberative Process

From: Allen, Reginald
Sent: Monday, May 1, 2017 7:06 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>
Subject: Sir - Follow-up

Chief

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Reggie

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

To: Jackson, Ryan[jackson.ryan@epa.gov]
From: Allen, Reginald
Sent: Thur 4/27/2017 11:54:20 PM
Subject: Re: desk

Ex. 5 - Deliberative Process

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

On Apr 27, 2017, at 7:33 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

Ex. 5 - Deliberative Process

From: Allen, Reginald
Sent: Thursday, April 27, 2017 4:33 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>
Subject: RE: desk

Agency standard or more ornate?

See standard attached

Reggie

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

From: Jackson, Ryan

Sent: Wednesday, April 26, 2017 9:17 PM

To: Allen, Reginald <Allen.Reginald@epa.gov>; Hale, Michelle <hale.michelle@epa.gov>

Cc: Wilson, SeVera <Wilson.SeVera@epa.gov>; Jenkins, Donna
<Jenkins.Donna@epa.gov>

Subject: RE: desk

Reg, I'm thinking about getting a standing desk too.

From: Allen, Reginald

Sent: Wednesday, April 26, 2017 8:45 PM

To: Hale, Michelle <hale.michelle@epa.gov>

Cc: Wilson, SeVera <Wilson.SeVera@epa.gov>; Jenkins, Donna
<Jenkins.Donna@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>

Subject: Re: desk

Sorry I missed this one - I think we will have enough to do a ~ \$2700 dollar desk after the 4 pieces are hung if they come in under 1k. That will leave 3k or so remaining but there will not be enough remaining for a standing desk?

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

On Apr 26, 2017, at 5:39 PM, Hale, Michelle <hale.michelle@epa.gov> wrote:

The Administrator would like to look online for a desk and thinks he can find one for under \$2700. Reggie, is that permissible? (I'm unsure where we are now on our \$5k limit – and I know that we are waiting to get an estimate on the next installment of artwork.) I have those choices and will send a separate email about the Administrator's decisions.

Michelle Hale

Executive Assistant to the Administrator

Environmental Protection Agency

1200 Pennsylvania Ave., NW,

WJCS, Suite 3000

Washington, D.C. 20460

(202) 564-1430

Confidentiality Warning: This message and any attachments are intended only for the use of the recipient(s), are confidential, and may be privileged. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or other use of all or any portion of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return email and delete this message and any attachments from your system.

To: Jackson, Ryan[jackson.ryan@epa.gov]
From: Allen, Reginald
Sent: Thur 4/27/2017 8:33:11 PM
Subject: RE: desk
[standing-desk-varidesk-pro-plus-36.jpg](#)
[varidesk-pro-plus-36-standing-desk.jpg](#)
[standing-desk-varidesk-pro-plus-36-dimensions.jpg](#)

Agency standard or more ornate?

See standard attached

Reggie

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

From: Jackson, Ryan
Sent: Wednesday, April 26, 2017 9:17 PM
To: Allen, Reginald <Allen.Reginald@epa.gov>; Hale, Michelle <hale.michelle@epa.gov>
Cc: Wilson, SeVera <Wilson.SeVera@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: RE: desk

Reg, I'm thinking about getting a standing desk too.

From: Allen, Reginald

Sent: Wednesday, April 26, 2017 8:45 PM
To: Hale, Michelle <hale.michelle@epa.gov>
Cc: Wilson, SeVera <Wilson.SeVera@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>
Subject: Re: desk

Sorry I missed this one - I think we will have enough to do a ~ \$2700 dollar desk after the 4 pieces are hung if they come in under 1k. That will leave 3k or so remaining but there will not be enough remaining for a standing desk?

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

On Apr 26, 2017, at 5:39 PM, Hale, Michelle <hale.michelle@epa.gov> wrote:

Ex. 5 - Deliberative Process

Michelle Hale

Executive Assistant to the Administrator

Environmental Protection Agency

1200 Pennsylvania Ave., NW,

WJCS, Suite 3000

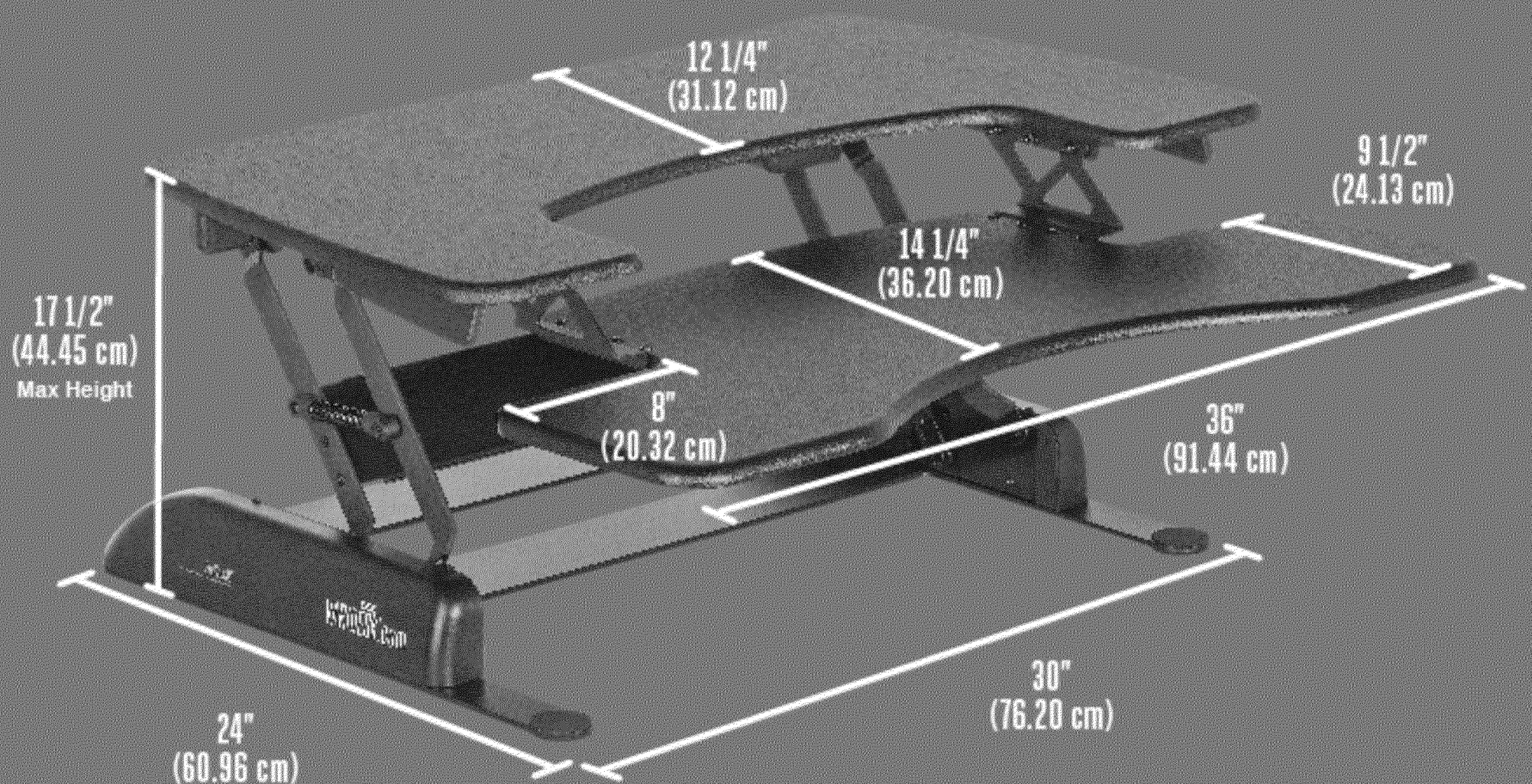
Washington, D.C. 20460

(202) 564-1430

Confidentiality Warning: This message and any attachments are intended only for the use of the recipient(s), are confidential, and may be privileged. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or other use of all or any portion of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return email and delete this message and any attachments from your system.

BEST SELLER







To: Jackson, Ryan[jackson.ryan@epa.gov]; Reeder, John[Reeder.John@epa.gov]; Minoli, Kevin[Minoli.Kevin@epa.gov]
From: Allen, Reginald
Sent: Thur 4/27/2017 6:37:15 PM
Subject: RE:

Account established – team is coordinating with Michelle to setup the new account on his devices

Reggie

Reginald E. Allen

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

From: Jackson, Ryan
Sent: Thursday, April 27, 2017 10:35 AM
To: Reeder, John <Reeder.John@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>
Subject: RE:

Of course. This is a manageability issue.

Ex. 5 - Deliberative Process

From: Reeder, John
Sent: Thursday, April 27, 2017 10:33 AM
To: Allen, Reginald <Allen.Reginald@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>
Subject: RE:

Ex. 5 - Deliberative Process

From: Allen, Reginald
Sent: Thursday, April 27, 2017 10:15 AM
To: Jackson, Ryan <jackson.ryan@epa.gov>; Reeder, John <Reeder.John@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>
Cc: Hupp, Sydney <hupp.sydney@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Hale, Michelle <hale.michelle@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Brown, Byron <brown.byron@epa.gov>
Subject: RE:

Ex. 5 - Deliberative Process

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell **Ex. 6 - Personal Privacy**

From: Jackson, Ryan

Sent: Thursday, April 27, 2017 10:13 AM

To: Reeder, John <Reeder.John@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>

Cc: Hupp, Sydney <hupp.sydney@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Hale, Michelle <hale.michelle@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Brown, Byron <brown.byron@epa.gov>

Subject:

Ex. 5 - Deliberative Process

Ryan Jackson

Chief of Staff

U.S. Environmental Protection Agency

Ex. 6 - Personal Privacy

To: Allen, Reginald[Allen.Reginald@epa.gov]
From: Reginald E Allen
Sent: Tue 4/25/2017 2:59:07 AM
Subject: SOD Meeting 25April17-Final.pptx
SOD Meeting 25April17-Final.pptx

To: Allen, Reginald[Allen.Reginald@epa.gov]; Cuscino, Glen[Cuscino.Glen@epa.gov]
From: Reeder, John
Sent: Wed 3/22/2017 1:35:49 PM
Subject: FW: On Behalf of David Bloom: FY 2018 President's Budget Policy and Resource Decisions
[FY 2018 Policy and Resource Guidance.pdf](#)

From: Terris, Carol

Sent: Tuesday, March 21, 2017 10:26 PM

To: Bloom, David <Bloom.David@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>; Cleland-Hamnett, Wendy <Cleland-Hamnett.Wendy@epa.gov>; Dunham, Sarah <Dunham.Sarah@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Flynn, Mike <Flynn.Mike@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Kavlock, Robert <Kavlock.Robert@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Shapiro, Mike <Shapiro.Mike@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Chu, Ed <Chu.Ed@epa.gov>; Coleman, Sam <Coleman.Sam@epa.gov>; Heard, Anne <Heard.Anne@epa.gov>; Kaplan, Robert <kaplan.robert@epa.gov>; McCabe, Catherine <McCabe.Catherine@epa.gov>; Pirzadeh, Michelle <Pirzadeh.Michelle@epa.gov>; Rodrigues, Cecil <rodrigues.cecil@epa.gov>; Strauss, Alexis <Strauss.Alexis@epa.gov>; Szaro, Deb <Szaro.Deb@epa.gov>; Thomas, Deb <thomas.debrah@epa.gov>; Elkins, Arthur <Elkins.Arthur@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Greaves, Holly <greaves.holly@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>

Cc: Badalamente, Mark <Badalamente.Mark@epa.gov>; Best-Wong, Benita <Best-Wong.Benita@epa.gov>; Cozad, David <Cozad.David@epa.gov>; Hill, Randy <Hill.Randy@epa.gov>; Reeder, John <Reeder.John@epa.gov>; Robbins, Chris <Robbins.Chris@epa.gov>; Shaw, Betsy <Shaw.Betsy@epa.gov>; Sheehan, Charles <Sheehan.Charles@epa.gov>; Showman, John <Showman.John@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Wise, Louise <Wise.Louise@epa.gov>; Osborne, Howard <Osborne.Howard@epa.gov>; Armstead, John A. <Armstead.John@epa.gov>; Bohan, Suzanne <bohan.suzanne@epa.gov>; Flournoy, Karen <Flournoy.Karen@epa.gov>; Gray, David <gray.david@epa.gov>; Jordan, Deborah <Jordan.Deborah@epa.gov>; Lapierre, Kenneth <Lapierre.Kenneth@epa.gov>; Moraff, Kenneth <Moraff.Ken@epa.gov>; Newton, Cheryl <Newton.Cheryl@epa.gov>; Opalski, Dan <Opalski.Dan@epa.gov>; Schaaf, Eric <Schaaf.Eric@epa.gov>; Morales, Oscar <Morales.Oscar@epa.gov>; Osborne, Howard <Osborne.Howard@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>; Brincks, Mike <brincks.mike@epa.gov>; Buhl, Rick <Buhl.Rick@epa.gov>; Esher, Diana <Esher.Diana@epa.gov>; Graves, Kimberly <graves.kimberly@epa.gov>; Harmon, Russell <Harmon.Russell@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>; Lindsay, Nancy <Lindsay.Nancy@epa.gov>; Manna, Richard <Manna.Richard@epa.gov>; McDonald, James <McDonald.James@epa.gov>; McIlwain, Serena <McIlwain.Serena@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Tellis, Vickie

<Tellis.Vickie@epa.gov>

Subject: On Behalf of David Bloom: FY 2018 President's Budget Policy and Resource Decisions

Attached please find the FY 2018 President's Budget Policy and Resource Decisions guidance.

The password will be sent under separate cover.

To: Cuscino, Glen[Cuscino.Glen@epa.gov]; Benton, Michael[benton.michael@epa.gov]
From: Allen, Reginald
Sent: Wed 3/22/2017 12:45:16 PM
Subject: Fwd: On Behalf of David Bloom: FY 2018 President's Budget Policy and Resource Decisions
[FY 2018 Policy and Resource Guidance.pdf](#)
[ATT00001.htm](#)

FYI

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell/ **Ex. 6 - Personal Privacy**

Begin forwarded message:

From: "Terris, Carol" <Terris.Carol@epa.gov>
To: "Bloom, David" <Bloom.David@epa.gov>, "Breen, Barry" <Breen.Barry@epa.gov>, "Cleland-Hamnett, Wendy" <Cleland-Hamnett.Wendy@epa.gov>, "Dunham, Sarah" <Dunham.Sarah@epa.gov>, "Fine, Steven" <fine.steven@epa.gov>, "Flynn, Mike" <Flynn.Mike@epa.gov>, "Grantham, Nancy" <Grantham.Nancy@epa.gov>, "Kavlock, Robert" <Kavlock.Robert@epa.gov>, "Minoli, Kevin" <Minoli.Kevin@epa.gov>, "Nishida, Jane" <Nishida.Jane@epa.gov>, "Richardson, RobinH" <Richardson.RobinH@epa.gov>, "Shapiro, Mike" <Shapiro.Mike@epa.gov>, "Starfield, Lawrence" <Starfield.Lawrence@epa.gov>, "Vizian, Donna" <Vizian.Donna@epa.gov>, "Chu, Ed" <Chu.Ed@epa.gov>, "Coleman, Sam" <Coleman.Sam@epa.gov>, "Heard, Anne" <Heard.Anne@epa.gov>, "Kaplan, Robert" <kaplan.robert@epa.gov>, "McCabe, Catherine" <McCabe.Catherine@epa.gov>, "Pirzadeh, Michelle" <Pirzadeh.Michelle@epa.gov>, "Rodrigues, Cecil" <rodrigues.cecil@epa.gov>, "Strauss, Alexis" <Strauss.Alexis@epa.gov>, "Szaro, Deb" <Szaro.Deb@epa.gov>, "Thomas, Deb" <thomas.debrah@epa.gov>, "Elkins, Arthur" <Elkins.Arthur@epa.gov>, "Jackson, Ryan" <jackson.ryan@epa.gov>, "Greaves, Holly" <greaves.holly@epa.gov>, "Dravis, Samantha" <dravis.samantha@epa.gov>
Cc: "Badalamente, Mark" <Badalamente.Mark@epa.gov>, "Best-Wong, Benita" <Best-Wong.Benita@epa.gov>, "Cozad, David" <Cozad.David@epa.gov>, "Hill, Randy" <Hill.Randy@epa.gov>, "Reeder, John" <Reeder.John@epa.gov>, "Robbins, Chris"

<Robbins.Chris@epa.gov>, "Shaw, Betsy" <Shaw.Betsy@epa.gov>, "Sheehan, Charles" <Sheehan.Charles@epa.gov>, "Showman, John" <Showman.John@epa.gov>, "Simon, Harvey" <Simon.Harvey@epa.gov>, "Simon, Nigel" <Simon.Nigel@epa.gov>, "Wise, Louise" <Wise.Louise@epa.gov>, "Osborne, Howard" <Osborne.Howard@epa.gov>, "Armstead, John A." <Armstead.John@epa.gov>, "Bohan, Suzanne" <bohan.suzanne@epa.gov>, "Flournoy, Karen" <Flournoy.Karen@epa.gov>, "Gray, David" <gray.david@epa.gov>, "Jordan, Deborah" <Jordan.Deborah@epa.gov>, "Lapierre, Kenneth" <Lapierre.Kenneth@epa.gov>, "Moraff, Kenneth" <Moraff.Ken@epa.gov>, "Newton, Cheryl" <Newton.Cheryl@epa.gov>, "Opalski, Dan" <Opalski.Dan@epa.gov>, "Schaaf, Eric" <Schaaf.Eric@epa.gov>, "Morales, Oscar" <Morales.Oscar@epa.gov>, "Osborne, Howard" <Osborne.Howard@epa.gov>, "Allen, Reginald" <Allen.Reginald@epa.gov>, "Brincks, Mike" <brincks.mike@epa.gov>, "Buhl, Rick" <Buhl.Rick@epa.gov>, "Esher, Diana" <Esher.Diana@epa.gov>, "Graves, Kimberly" <graves.kimberly@epa.gov>, "Harmon, Russell" <Harmon.Russell@epa.gov>, "Kenyon, Michael" <Kenyon.Michael@epa.gov>, "Lindsay, Nancy" <Lindsay.Nancy@epa.gov>, "Manna, Richard" <Manna.Richard@epa.gov>, "McDonald, James" <McDonald.James@epa.gov>, "McIlwain, Serena" <McIlwain.Serena@epa.gov>, "Sanders, Amy" <Sanders.Amy@epa.gov>, "Tellis, Vickie" <Tellis.Vickie@epa.gov>
Subject: On Behalf of David Bloom: FY 2018 President's Budget Policy and Resource Decisions

Attached please find the FY 2018 President's Budget Policy and Resource Decisions guidance.

The password will be sent under separate cover.